One state. One system.

Warrant Processing

Business Process Workshop (BPW)

2017 STO/SCO Release

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Agenda

- BPW Objectives
- What You Should Take Away
- Accounts Payable Overview
- User Roles Summary
- Key Terms
- Business Processes
- Role Mapping Activity
- Identifying Change Impacts
- Next Steps
- Appendix

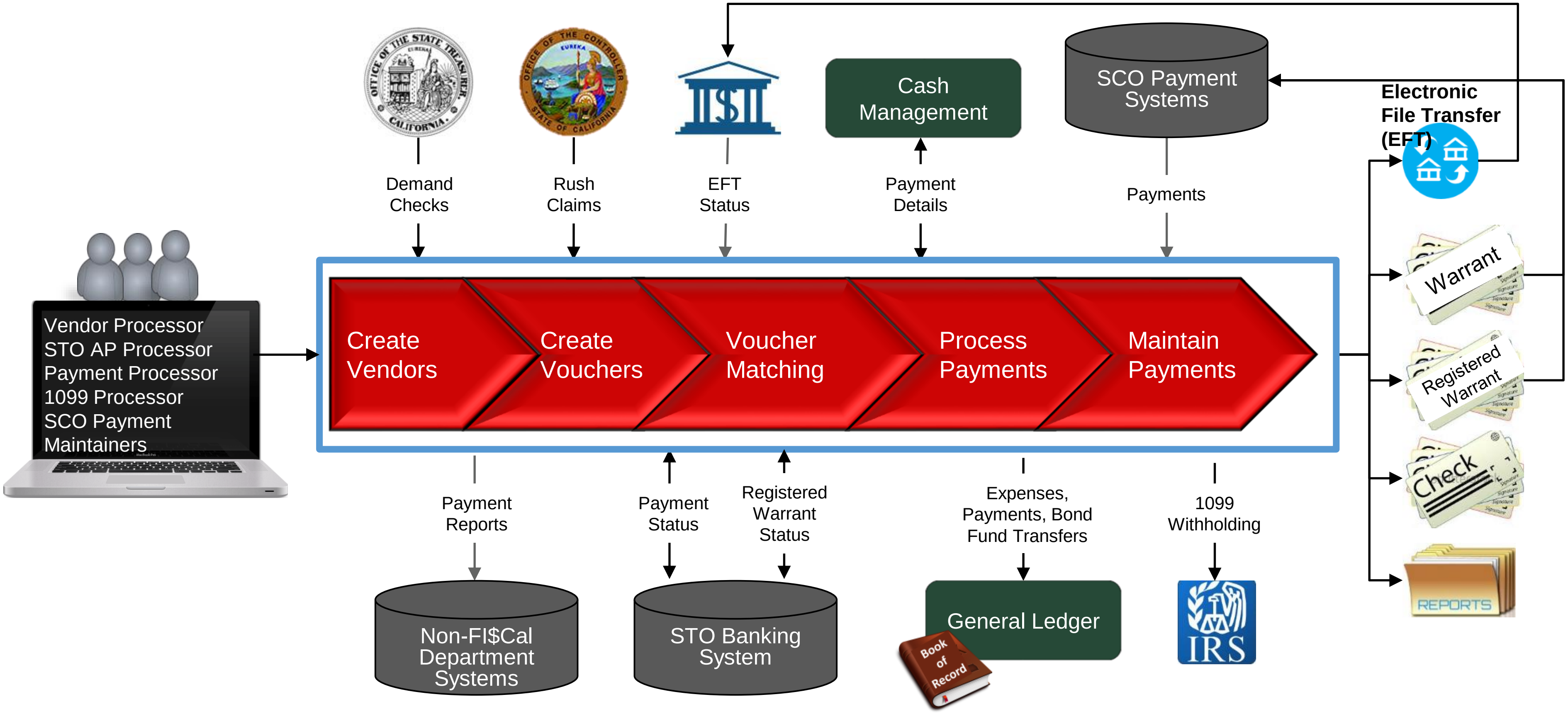
BPW Objectives

- The Business Process Workshops allow participants to:
  - Learn about new end-user roles and what functions they perform
  - Gain an understanding of the new FI$Cal business processes
  - See a demonstration of how the new FI$Cal business processes work in the System
  - Understand the next steps in the implementation phase
  - Know how to get assistance from FI$Cal

What You Should Take Away

- Materials from today's session:
    - ☐ Business Process Workshop Presentation
    - ☐ Role Mapping Tools
    - ☐ SCO Change Management Activities
    - ☐ STO Change Impact Tool
- Understanding of the new FI$Cal processes, the next steps, and the support available from FI$Cal

Accounts Payable Overview



Vendor Processor
STO AP Processor
Payment Processor
1099 Processor
SCO Payment Maintainers

Create Vendors
Create Vouchers
Voucher Matching
Process Payments
Maintain Payments

Demand Checks
Rush Claims
EFT Status
Cash Management
Payment Details
SCO Payment Systems
Payments
Electronic File Transfer (EFT)

Payment Reports
Non-FI$Cal Department Systems
Payment Status
Registered Warrant Status
STO Banking System
Expenses, Payments, Bond Fund Transfers
General Ledger

1099 Withholding

Introduction | Warrant Import | Warrant Processing | Analyze Bond/Cash Exceptions | Warrant Post Issuance | Bank Reconciliation | Registered Warrants | Closing | Appendix

Key Terms

Term	Definition
Voucher	An electronic transaction created in FI$Cal to facilitate payments of vendor invoices, employee expenses, or adjustments, via SCO warrants or agency checks (as appropriate)
Warrant	An instrument drawn by the SCO directing the State Treasurer to pay a specified amount, from a specified fund, to the person or entity named
Check	An instrument issued by State departments from their Office Revolving Fund (ORF) or Agency Trust checking accounts
Budget Checking	The process of comparing expenditure or revenue transactions against a defined budget

Key Terms

Term	Definition
Warrant Bank Reconciliation	Involves comparing and matching recorded business transactions with the bank's corresponding transactions
Combo Edit	ChartField combination editing is an optional feature used to set and enforce criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values.
Pay Cycle	Generates a payment output file for SCO warrant printing or for departmental check printing. Warrants are assigned a warrant number and departmental checks are assigned a unique payment reference ID number searchable in FI$Cal

User Role Summary

FI$Cal End-User Role	Responsibilities
SCO AP Batch Processor	The SCO end user who is responsible for - running inbound payment interfaces, outbound warrant print files, and SCO outbound interfaces - reviewing and maintaining electronic payments.
SCO Budget Overrider	The SCO end user who is responsible for - overriding appropriation budget exceptions - overriding claim budget exceptions.
SCO AP Expedite Processor	The SCO end user with access to approve vouchers created through SCO Expedite processing workflow.
SCO AP Expedite Approver	The SCO control end user with access to add and review vouchers on behalf of non-FI$Cal departments through SCO Expedite processing.

User Role Summary

FI$Cal End-User Role	Responsibilities
SCO GL Journal Approver	The SCO end user who is responsible for - approving specified journals - approving AR direct journal payments - reviewing and approving investment accounting entries and configuring PMIA Participants - reviewing and approving department requests for transfers between CTS bank accounts - correcting claim funding information in case of invalid ChartField translation - updating and correcting funding information for claims marked in error, running the claim validation process, and setting up the Legacy Defaults page.

User Role Summary

FI$Cal End-User Role	Responsibilities
SCO Pay Cycle Processor	The SCO end user who is responsible for running warrant pay cycle, generating outbound print files, and posting payments for warrants.
SCO Cash Validation Exception Processor	The SCO user with access to override cash validation exceptions.
SCO AP Payment Processor	The SCO who is responsible for - warrant inquiry, warrant post issuance actions, CD 173 generation, and payment posting - post issuance changes to payee name and payee address.

User Role Summary

FI$Cal End-User Role	Responsibilities
SCO Disbursements Reporter	The SCO Disbursements end user who is responsible for - running SCO Disbursement reports - viewing legacy payment / claim information - viewing configured warrant status and warrant status access security.
Bank Statement Reconciliation Processor	The central and department end user who reconciles the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process

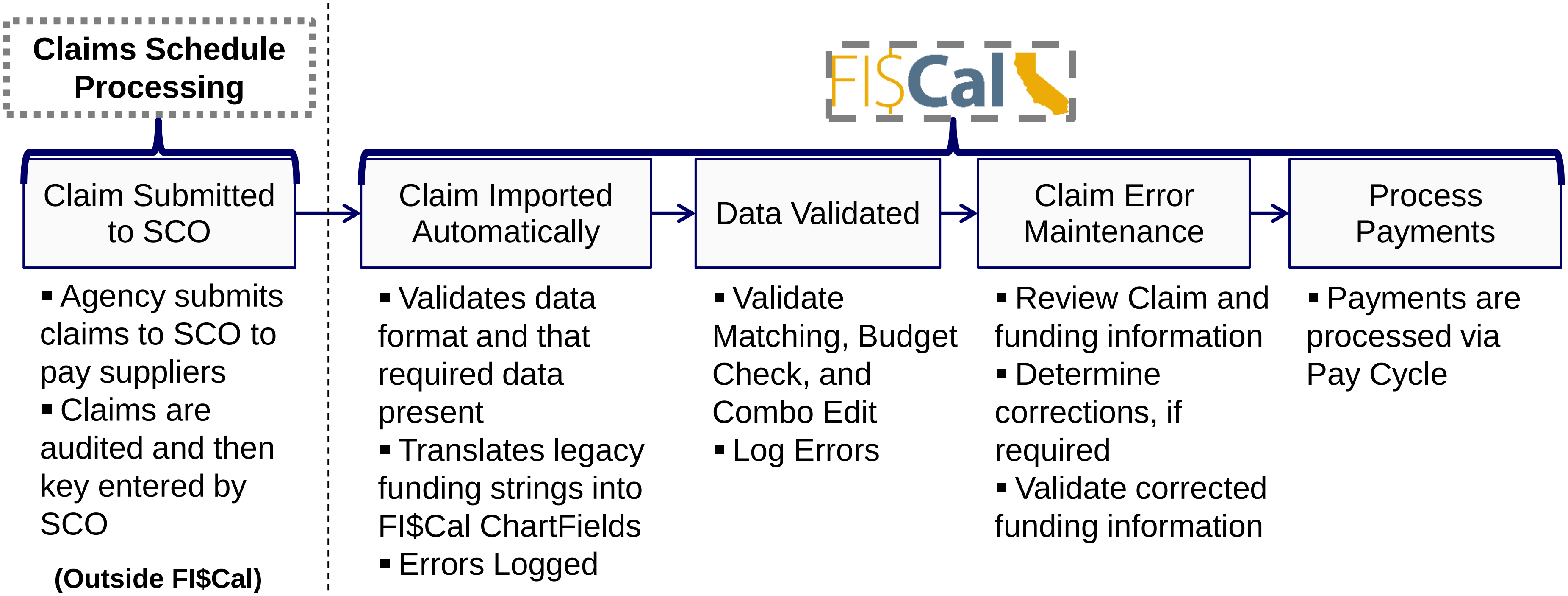
Warrant Processing

- The FI$Cal System must maintain records of all warrants, regardless of whether the department is in FI$Cal or out of FI$Cal (i.e. Release 2018 and deferred and exempt departments). The warrant information will come from three sources:
  - ☐ Originate from vouchers entered directly by departments in FI$Cal
  - ☐ Originate from paper claims from departments not in FI$Cal and interfaced into FI$Cal
  - ☐ Originate from a specialized payment system and/or payroll system and interfaced into FI$Cal

Warrant Processing

- Accounts Payable payments and Accounts Receivable deposits/payments are integrated with the Cash Management module for Bank Reconciliation purposes, as appropriate.
- FI$Cal will provide files to the SCO to facilitate the printing and mailing of warrants.
- In addition, the FI$Cal processes allow for Warrant Expedite and Special Handling for vouchers created in the system.

Paper Claims Import



Claims Schedule Processing

Claim Submitted to SCO

- Agency submits claims to SCO to pay suppliers
- Claims are audited and then key entered by SCO

(Outside FI$Cal)

FI$Cal

Claim Imported Automatically

- Validates data format and that required data present
- Translates legacy funding strings into FI$Cal ChartFields
- Errors Logged

Data Validated

- Validate Matching, Budget Check, and Combo Edit
- Log Errors

Claim Error Maintenance

- Review Claim and funding information
- Determine corrections, if required
- Validate corrected funding information

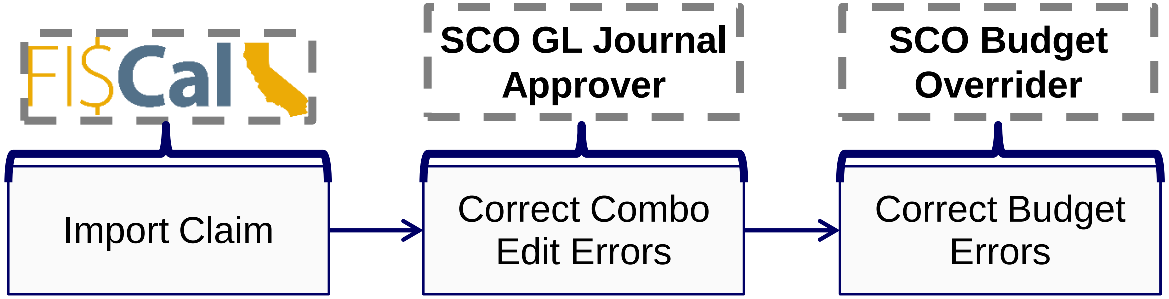
Process Payments

- Payments are processed via Pay Cycle

Key Impacts

- FI$Cal will create the warrant print file and spool memo for printing these warrants.
- When FI$Cal becomes the State’s Book of Record, all warrants will be recorded in FI$Cal.

Paper Claim Error Maintenance



SCO GL Journal Approver

SCO Budget Overrider

Import Claim → Correct Combo Edit Errors → Correct Budget Errors

- FI$Cal imports legacy claim data automatically on a nightly batch process

- Correct combination edit errors on the distribution line

- Correct or deny payment based on budget check errors

Key Impacts

- Most claims will be imported automatically without error

Electronic Claims Import

SCO Specialized Payment Systems

FI$Cal

Claim Submitted to SCO

- Agency submits electronic file to SCO to produce warrants
- Claim schedule face sheets are key entered

(Outside FI$Cal)

Claim and Payment Data Imported Automatically

- Validates data format and that required data present
- Merges detail and accounting records
- Translates legacy funding strings into FI$Cal ChartFields
- Errors Logged

Data Validated

- Validate Matching, Budget Check, and Combo Edit
- Log Errors

Claim Error Maintenance

- Review Claim and funding information
- Determine corrections, if required
- Validate corrected funding information

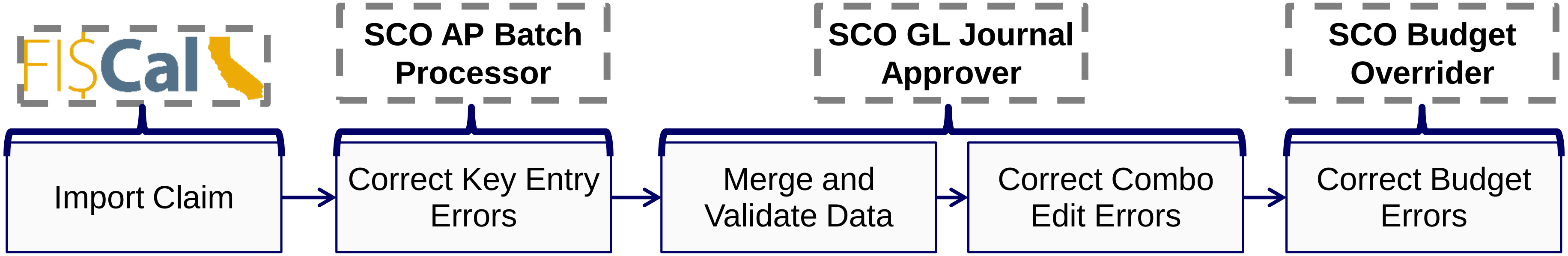
Process Payments

- Payments are processed via Pay Cycle

Key Impacts

- The electronic claims import process merges warrant detail and accounting records.

Electronic Claim Error Maintenance


FI$Cal
SCO AP Batch Processor
SCO GL Journal Approver
SCO Budget Overrider
Import Claim
Correct Key Entry Errors
Merge and Validate Data
Correct Combo Edit Errors
Correct Budget Errors

Import Claim
- FI$Cal imports legacy claim data automatically on a nightly batch process

Correct Key Entry Errors
- Correct errors between inbound claim funding and claim payment files prior to the merge and validation

Merge and Validate Data
- Validate Matching, Budget Check, and Combo Edit
- Log Errors

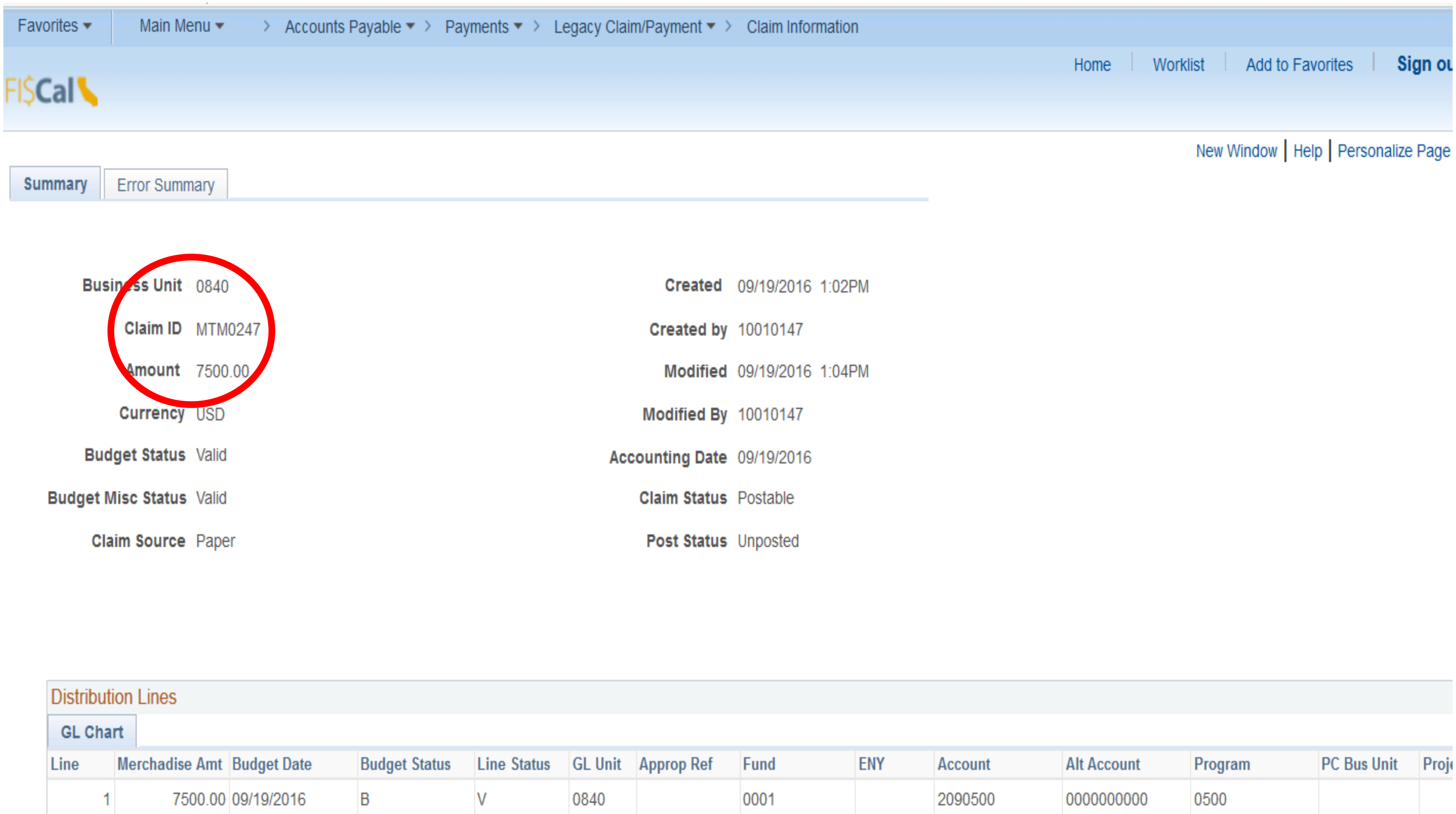
Correct Combo Edit Errors
- Correct combination edit errors on the distribution line

Correct Budget Errors
- Correct or deny payment based on budget check errors

Key Impacts

- Most claims will be imported automatically without error

Paper claim info in FI$cal


Favorites
Main Menu
Accounts Payable
Payments
Legacy Claim/Payment
Claim Information
Home
Worklist
Add to Favorites
Sign ou
FI$Cal
New Window | Help | Personalize Page
Summary
Error Summary

Business Unit 0840
Claim ID MTM0247
Amount 7500.00
Currency USD
Budget Status Valid
Budget Misc Status Valid
Claim Source Paper

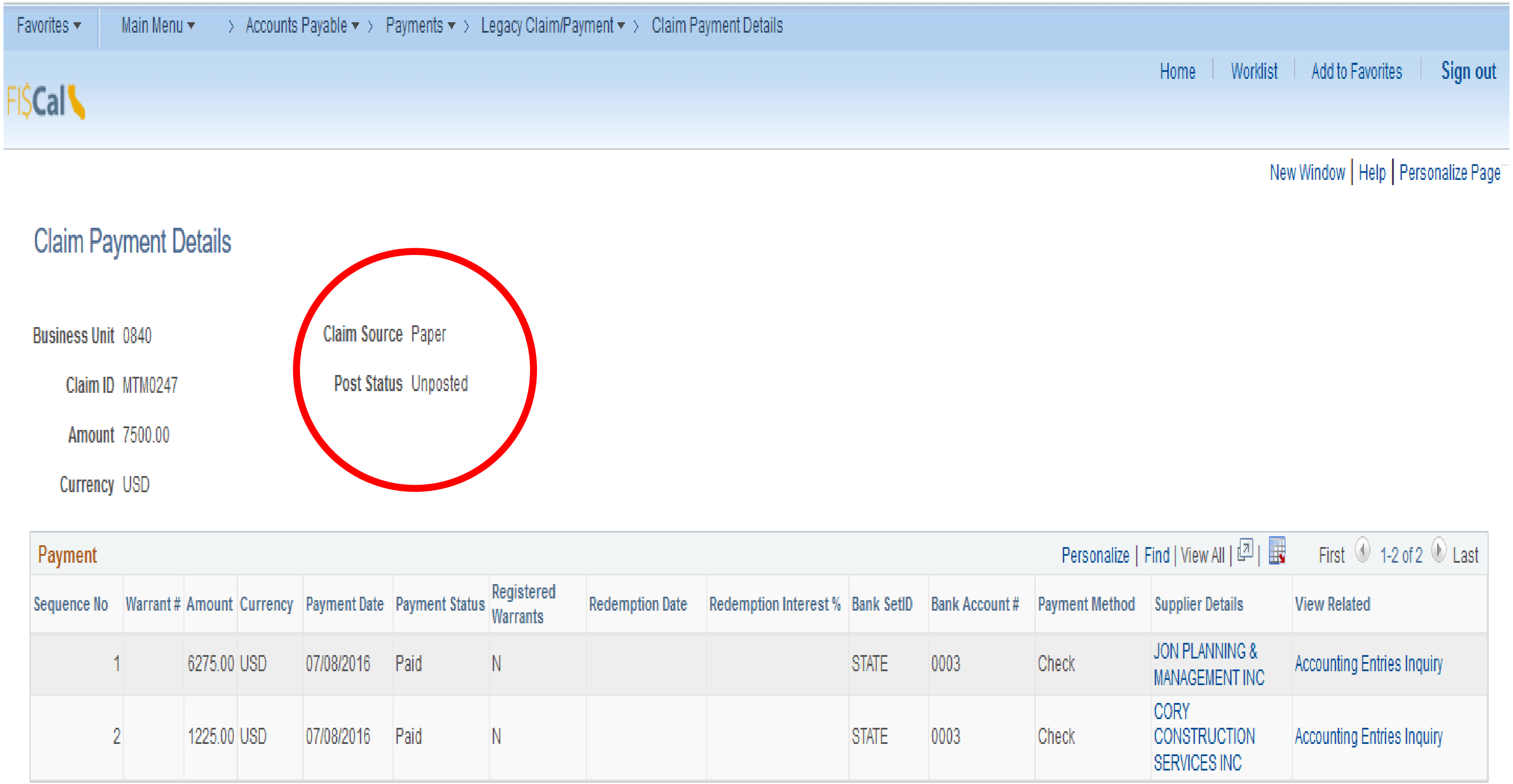
Created 09/19/2016 1:02PM
Created by 10010147
Modified 09/19/2016 1:04PM
Modified By 10010147
Accounting Date 09/19/2016
Claim Status Postable
Post Status Unposted

Distribution Lines

GL Chart

Line	Merchadise Amt	Budget Date	Budget Status	Line Status	GL Unit	Approp Ref	Fund	ENY	Account	Alt Account	Program	PC Bus Unit	Proj
1	7500.00	09/19/2016	B	V	0840		0001		2090500	0000000000	0500		

Paper claim after pay cycle


Favorites ▾
Main Menu ▾
› Accounts Payable ▾
› Payments ▾
› Legacy Claim/Payment ▾
› Claim Payment Details
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Personalize Page
Personalize | Find | View All
First
1-2 of 2
Last

Claim Payment Details

Business Unit 0840

Claim ID MTM0247

Amount 7500.00

Currency USD

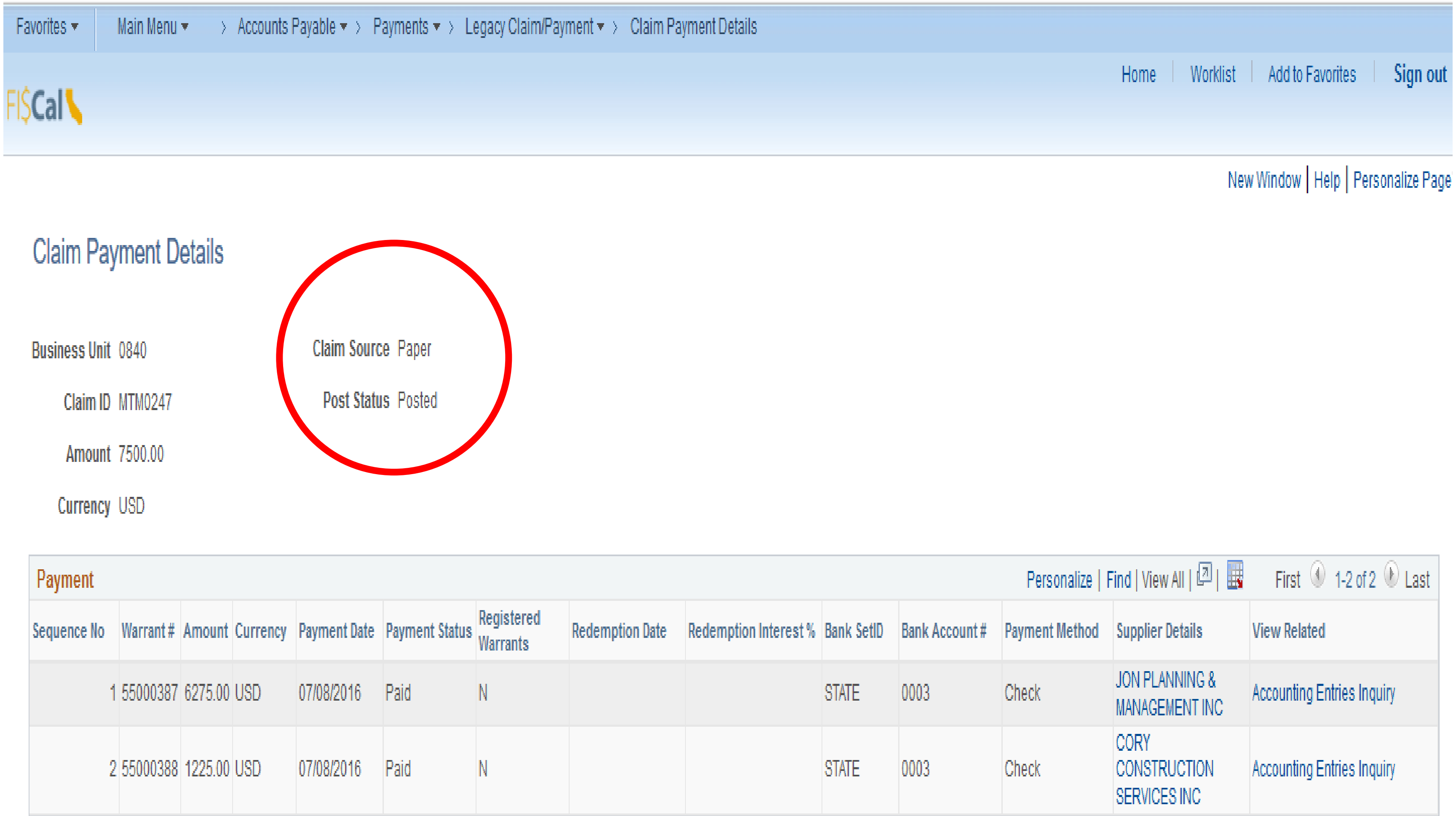
Claim Source Paper

Post Status Unposted

Payment

Sequence No	Warrant #	Amount	Currency	Payment Date	Payment Status	Registered Warrants	Redemption Date	Redemption Interest %	Bank SetID	Bank Account #	Payment Method	Supplier Details	View Related
1		6275.00	USD	07/08/2016	Paid	N			STATE	0003	Check	JON PLANNING & MANAGEMENT INC	Accounting Entries Inquiry
2		1225.00	USD	07/08/2016	Paid	N			STATE	0003	Check	CORY CONSTRUCTION SERVICES INC	Accounting Entries Inquiry

Paper claim after posting


Favorites
Main Menu
Accounts Payable
Payments
Legacy Claim/Payment
Claim Payment Details
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Personalize Page
Personalize | Find | View All
First
1-2 of 2
Last

Claim Payment Details

Business Unit 0840

Claim ID MTM0247

Amount 7500.00

Currency USD

Claim Source Paper

Post Status Posted

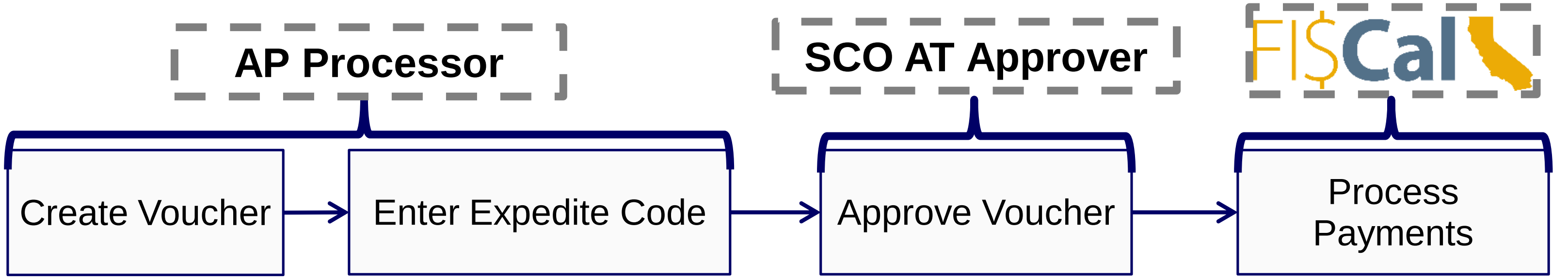
Payment

Sequence No	Warrant #	Amount	Currency	Payment Date	Payment Status	Registered Warrants	Redemption Date	Redemption Interest %	Bank SetID	Bank Account #	Payment Method	Supplier Details	View Related
1	55000387	6275.00	USD	07/08/2016	Paid	N			STATE	0003	Check	JON PLANNING & MANAGEMENT INC	Accounting Entries Inquiry
2	55000388	1225.00	USD	07/08/2016	Paid	N			STATE	0003	Check	CORY CONSTRUCTION SERVICES INC	Accounting Entries Inquiry

Special Handling and Expedite Overview

- Currently, Special Handling and Expedite are accommodated using the legacy paper claim process.
- For departments not in the FI$Cal system, Expedite or “RUSH” claims will be submitted and audited as they are today.
- Paper Claims with Special Handling Requests attached from Non-FI$Cal departments will be fulfilled as they are today.
- With R2017, FI$Cal departments will be able to create vouchers and request Special Handling and Expedite Processing through FI$Cal.
- FI$Cal Departments will no longer need to submit paper claims to the SCO for these services.

Dept Expedite Processing



AP Processor

SCO AT Approver

FI$Cal

Create Voucher → Enter Expedite Code → Approve Voucher → Process Payments

Create Voucher
- Payment details and invoice information are entered

Enter Expedite Code
- Expedite Code can be chosen from a configured list

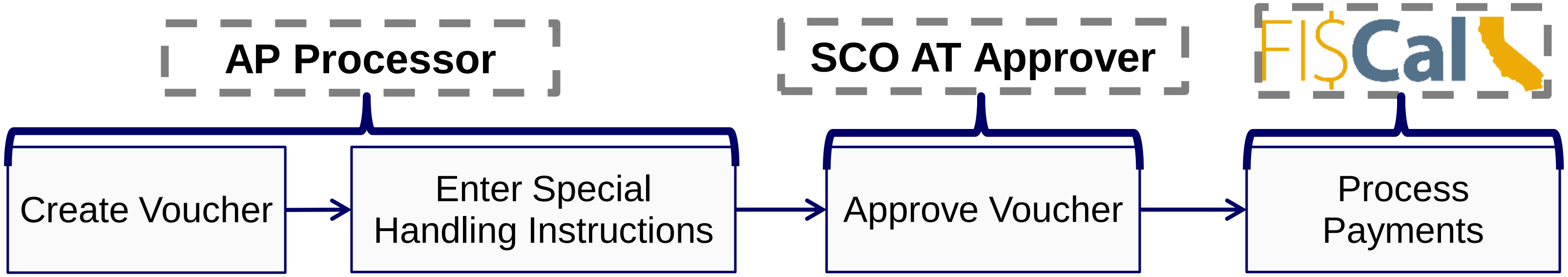
Approve Voucher
- All Expedite Codes can be reviewed before being approved

Process Payments
- Payments are processed via Pay Cycle
- SCO expedites payment according to code

Key Impacts

- Users now have the ability to expedite payments in FI$Cal
- Example Expedite Codes include but are not limited to “One Day”, “Two Day,” and “Specific Date”
- Depending on the cutoff times, payments are processed accordingly

Dept Special Handling Processing



AP Processor

SCO AT Approver

FI$Cal

Create Voucher → Enter Special Handling Instructions → Approve Voucher → Process Payments

Create Voucher
- Payment details and invoice information are entered

Enter Special Handling Instructions
- Handling Code can be chosen from a configured list
- Payment Messages can be entered for free form handling notes

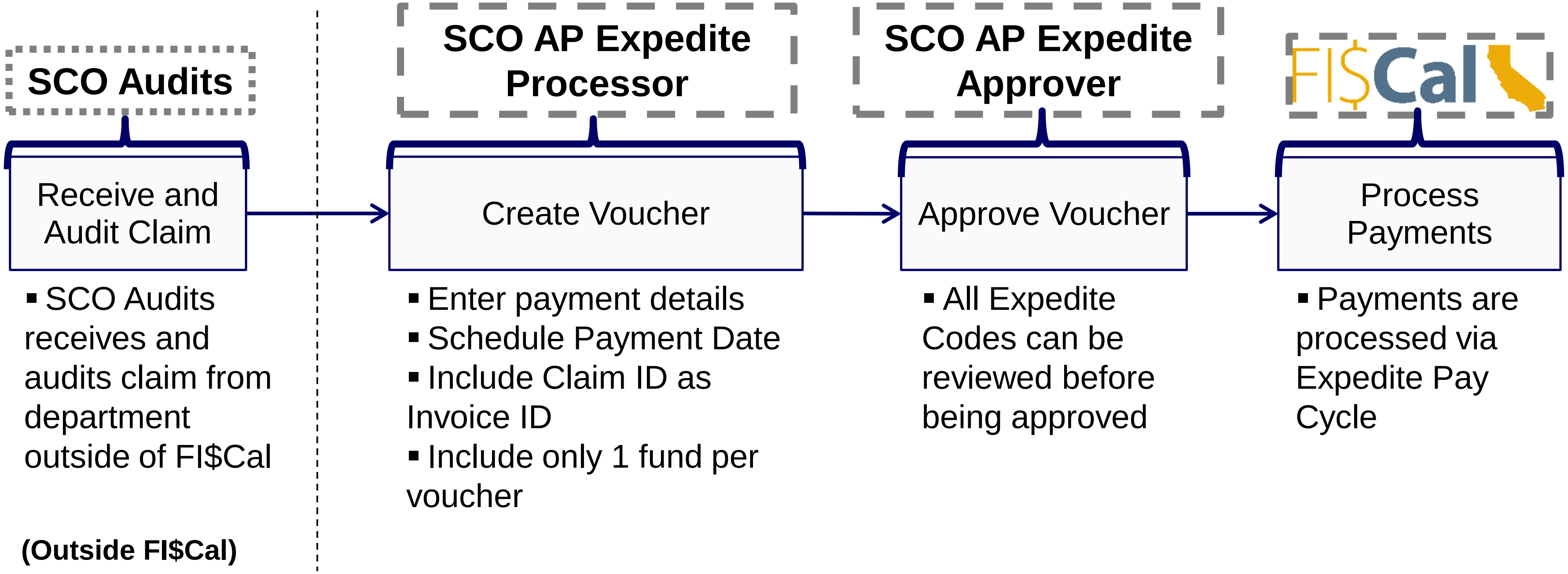
Approve Voucher
- All Special Handling can be reviewed before being approved

Process Payments
- Payments are processed via Pay Cycle
- SCO handles payment according to instructions as able

Key Impacts

- Users now have the ability to process payments with further instructions instead of using the paper claim legacy process
- Special Handling Codes are “Release to Agency”, “Release to Treasury,” and “Release to Bank”
- Depending on the payment message, payments are processed accordingly

Non-FI$Cal Expedite Processing



SCO Audits

Receive and Audit Claim

- SCO Audits receives and audits claim from department outside of FI$Cal

(Outside FI$Cal)

SCO AP Expedite Processor

Create Voucher

- Enter payment details
- Schedule Payment Date
- Include Claim ID as Invoice ID
- Include only 1 fund per voucher

SCO AP Expedite Approver

Approve Voucher

- All Expedite Codes can be reviewed before being approved

FI$Cal

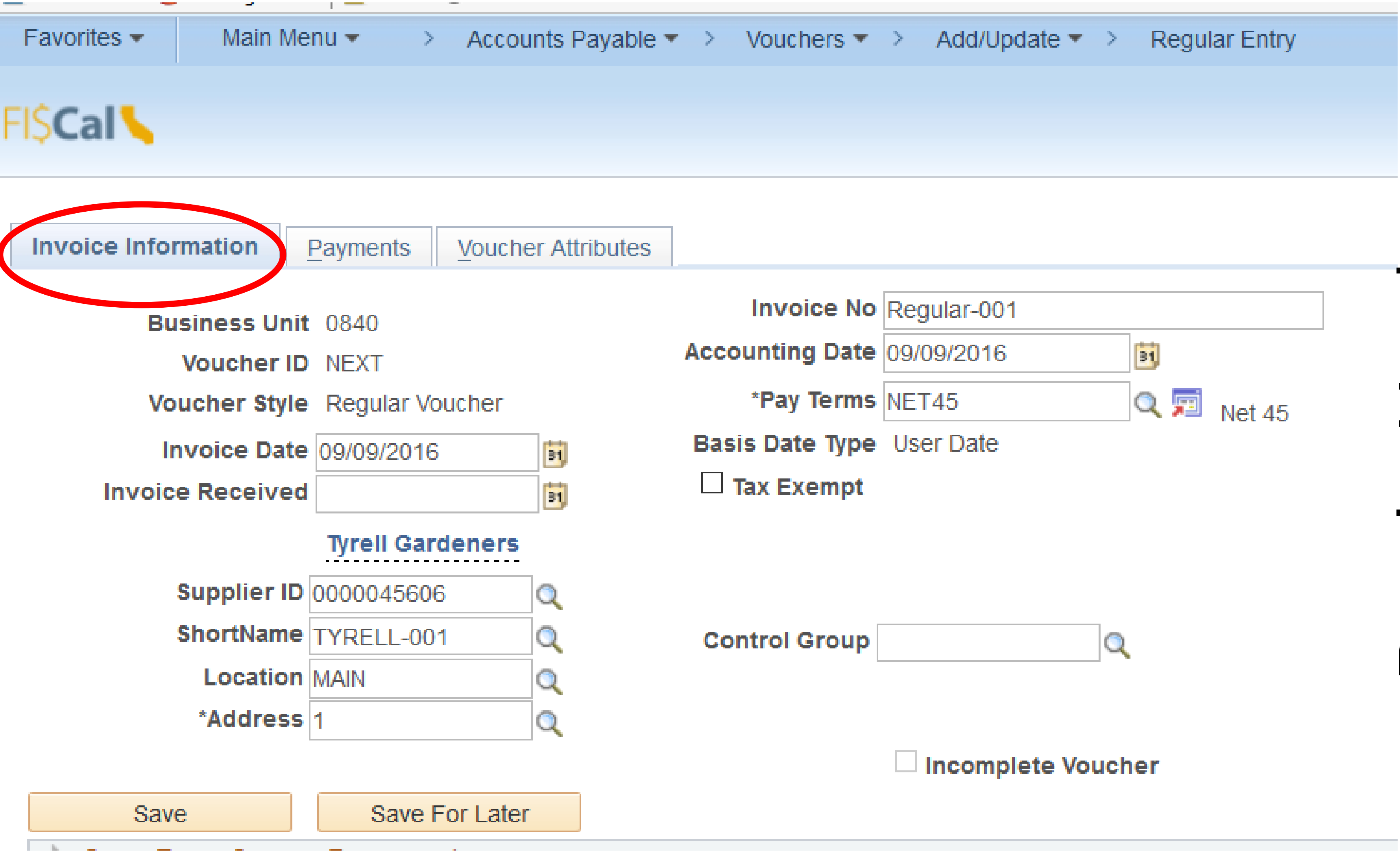
Process Payments

- Payments are processed via Expedite Pay Cycle

Key Impacts

- All vouchers will be single payment
- Depending on the cutoff times, payments are processed accordingly

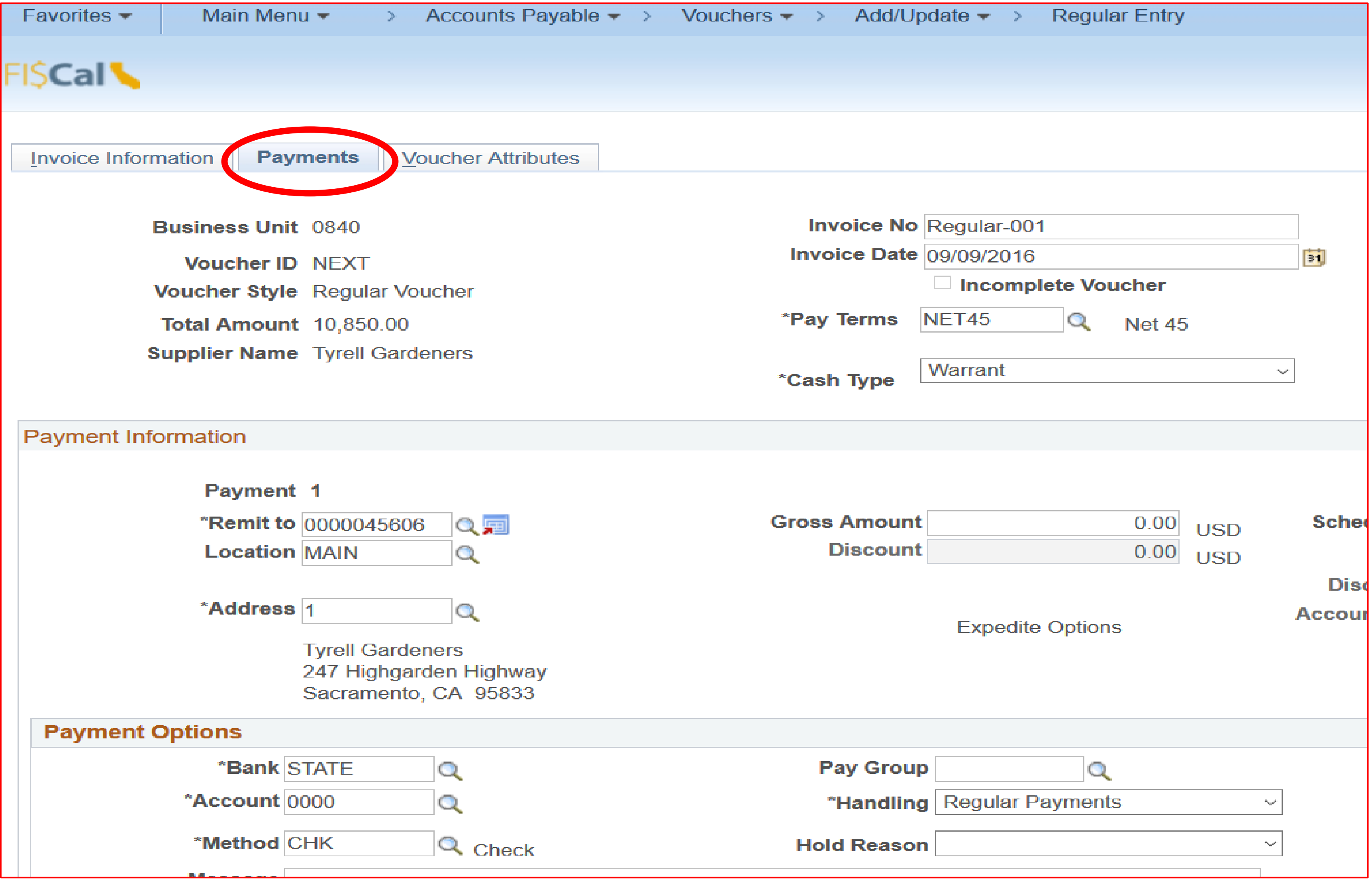
Regular Voucher


Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
Invoice Information
Payments
Voucher Attributes
Save
Save For Later

Business Unit 0840
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 09/09/2016
Invoice Received
Tyrell Gardeners
Supplier ID 0000045606
ShortName TYRELL-001
Location MAIN
*Address 1

Invoice No Regular-001
Accounting Date 09/09/2016
*Pay Terms NET45 Net 45
Basis Date Type User Date
☐ Tax Exempt
Control Group
☐ Incomplete Voucher

Regular Voucher


Favorites
Main Menu
> Accounts Payable
> Vouchers
> Add/Update
> Regular Entry
FI$Cal
Invoice Information
Payments
Voucher Attributes

Business Unit 0840
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 10,850.00
Supplier Name Tyrell Gardeners

Invoice No Regular-001
Invoice Date 09/09/2016
☐ **Incomplete Voucher**
***Pay Terms** NET45 Net 45
***Cash Type** Warrant

Payment Information

Payment 1
***Remit to** 0000045606
Location MAIN
***Address** 1

Tyrell Gardeners
247 Highgarden Highway
Sacramento, CA 95833

Gross Amount 0.00 USD
Discount 0.00 USD

Expedite Options

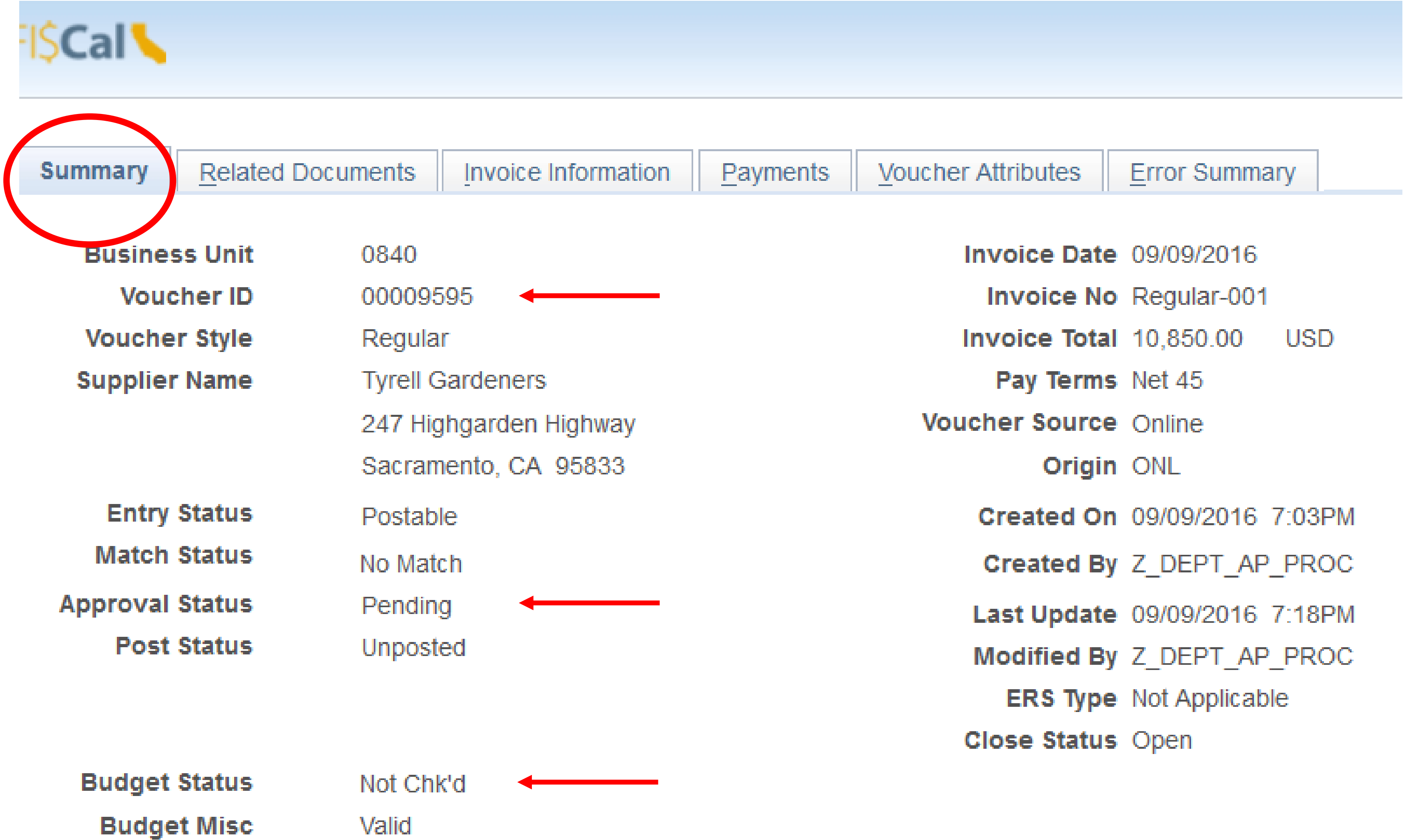
Sche
Disc
Accou

Payment Options

***Bank** STATE
***Account** 0000
***Method** CHK Check

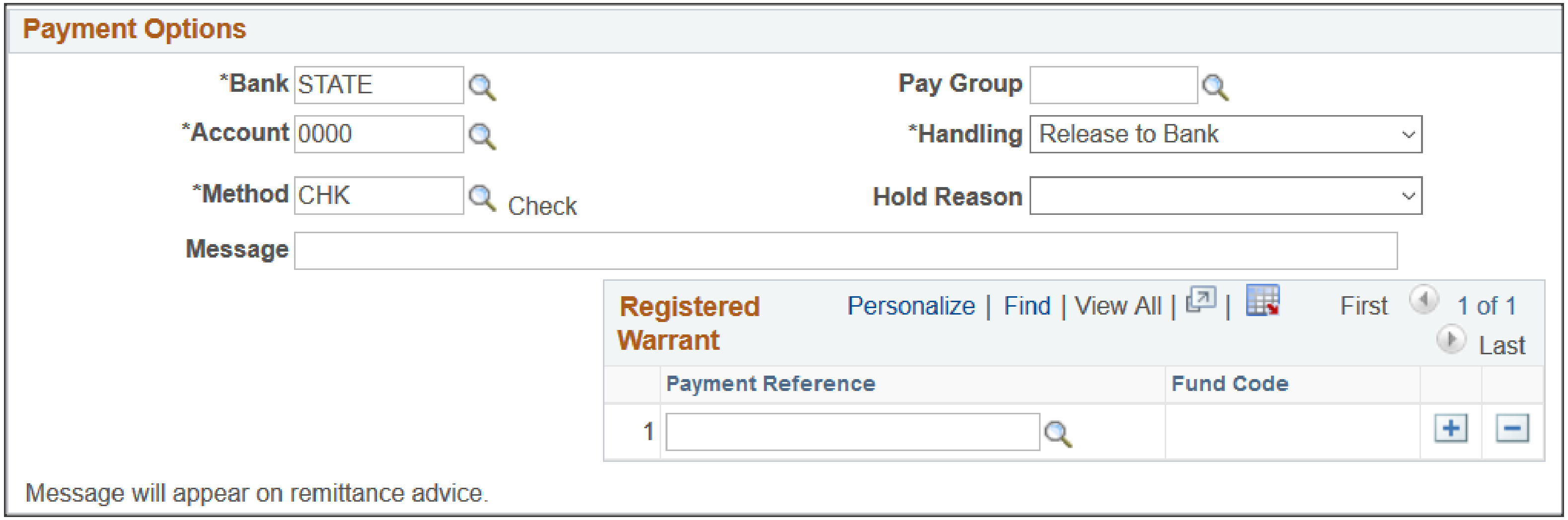
Pay Group
***Handling** Regular Payments
Hold Reason

Regular Voucher


FI$Cal
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit	0840	**Invoice Date**	09/09/2016
Voucher ID	00009595	**Invoice No**	Regular-001
Voucher Style	Regular	**Invoice Total**	10,850.00 USD
Supplier Name	Tyrell Gardeners 247 Highgarden Highway Sacramento, CA 95833	**Pay Terms**	Net 45
		Voucher Source	Online
		Origin	ONL
Entry Status	Postable	**Created On**	09/09/2016 7:03PM
Match Status	No Match	**Created By**	Z_DEPT_AP_PROC
Approval Status	Pending	**Last Update**	09/09/2016 7:18PM
Post Status	Unposted	**Modified By**	Z_DEPT_AP_PROC
		ERS Type	Not Applicable
		Close Status	Open
Budget Status	Not Chk'd		
Budget Misc	Valid		

Special Handling Voucher



Payment Options

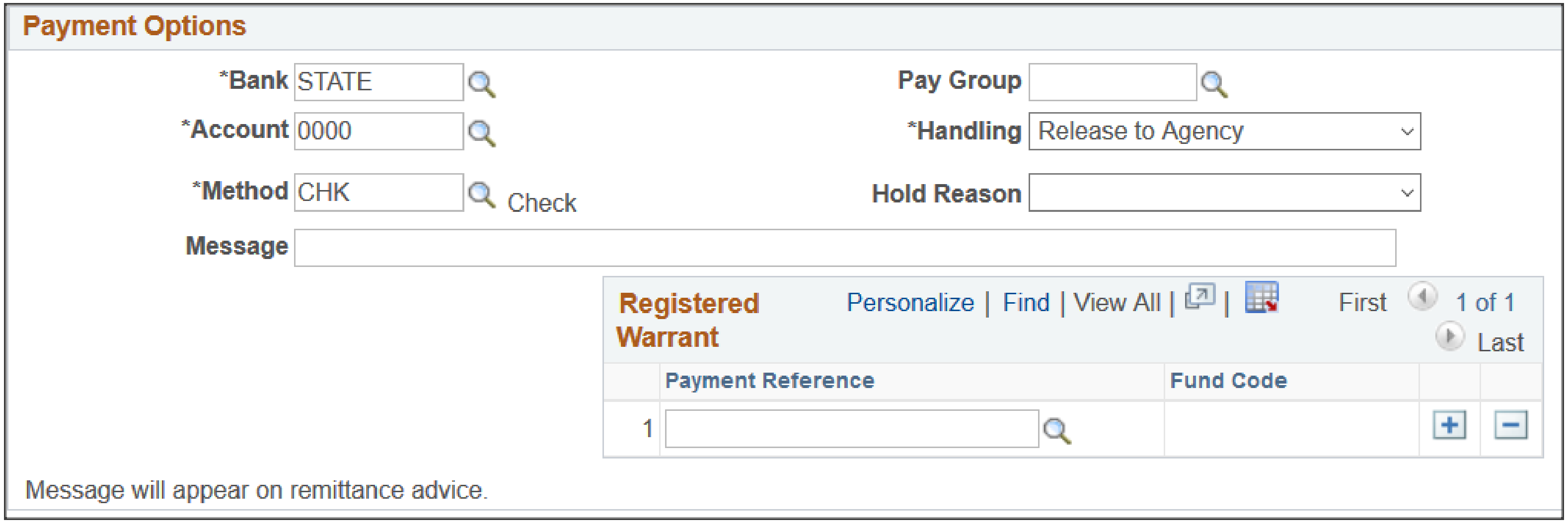
*Bank STATE
*Account 0000
*Method CHK Check
Message
Pay Group
*Handling Release to Bank
Hold Reason

Registered Warrant

	Payment Reference	Fund Code
1		

Personalize | Find | View All
First 1 of 1 Last

Message will appear on remittance advice.



Payment Options

*Bank STATE
*Account 0000
*Method CHK Check
Message
Pay Group
*Handling Release to Agency
Hold Reason

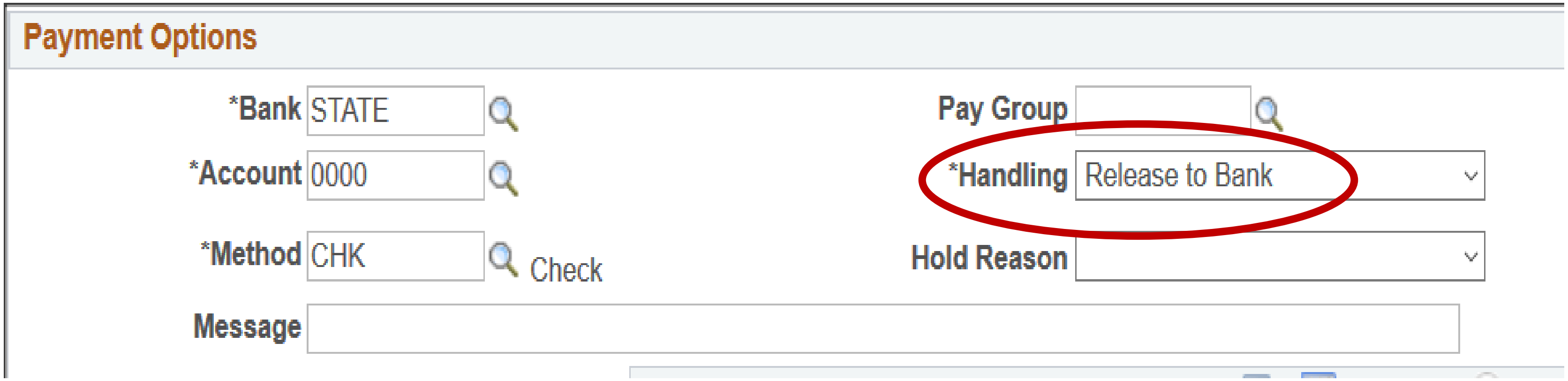
Registered Warrant

	Payment Reference	Fund Code
1		

Personalize | Find | View All
First 1 of 1 Last

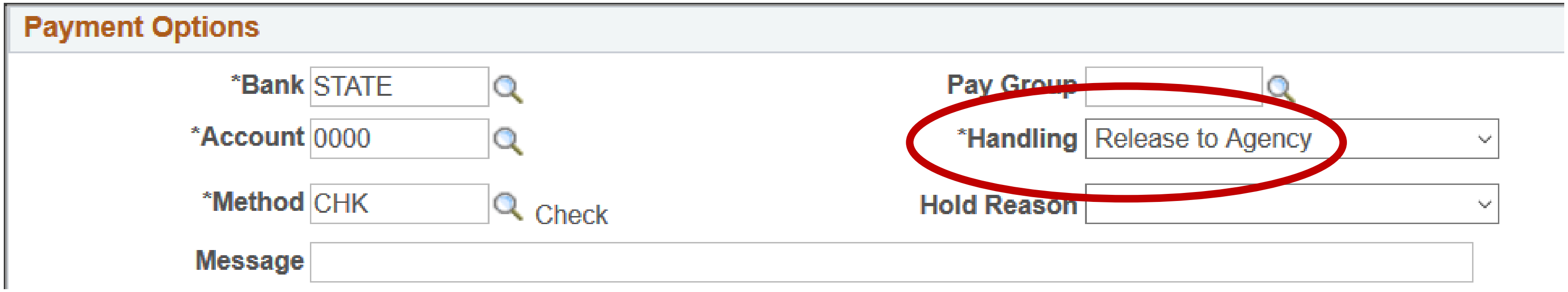
Message will appear on remittance advice.

Special Handling Voucher



Payment Options

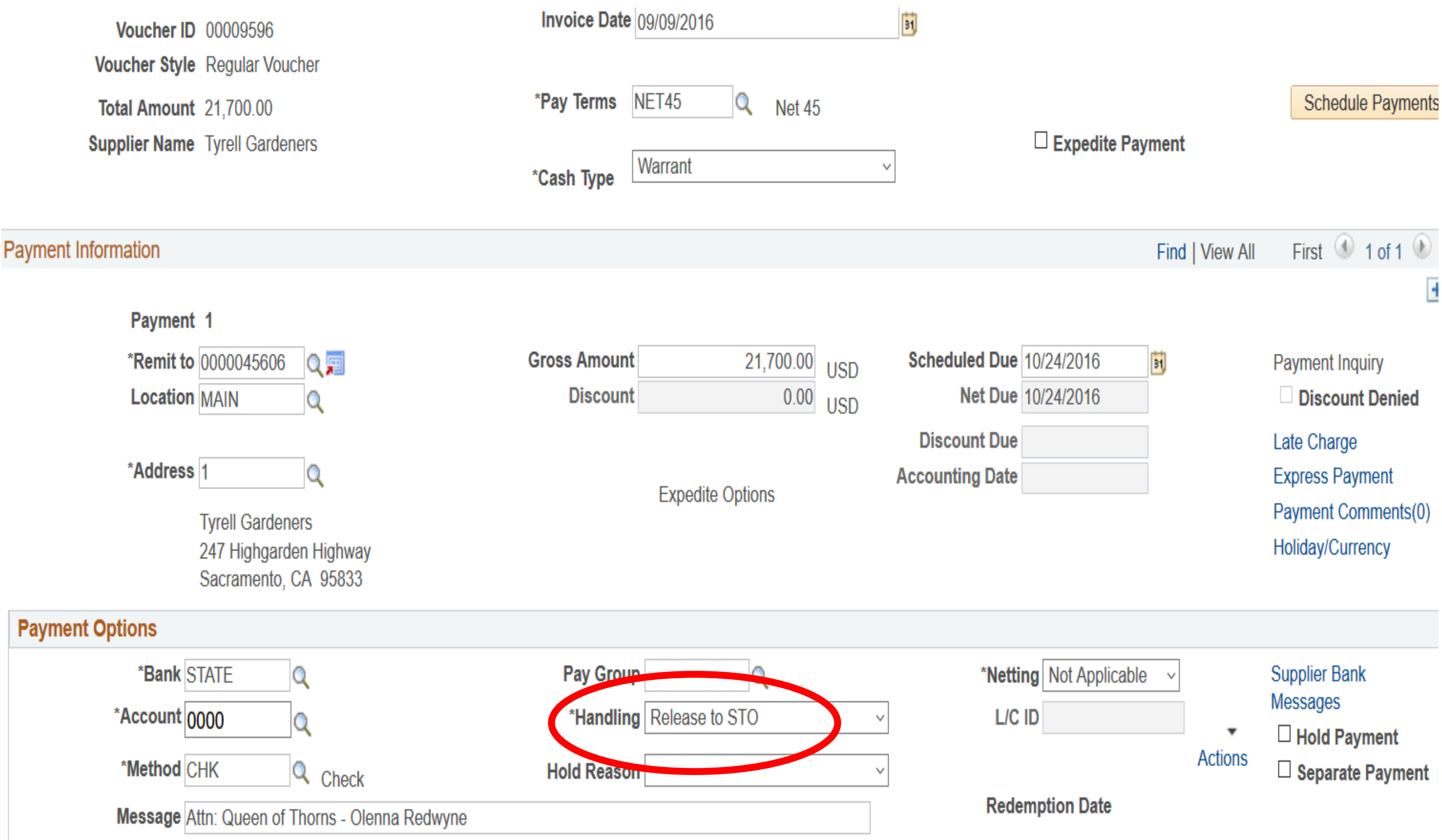
*Bank STATE
*Account 0000
*Method CHK Check
Message
Pay Group
*Handling Release to Bank
Hold Reason



Payment Options

*Bank STATE
*Account 0000
*Method CHK Check
Message
Pay Group
*Handling Release to Agency
Hold Reason

Special Handling Voucher



Voucher ID 00009596
Voucher Style Regular Voucher
Total Amount 21,700.00
Supplier Name Tyrell Gardeners

Invoice Date 09/09/2016
***Pay Terms** NET45 Net 45
***Cash Type** Warrant

Schedule Payments
☐ **Expedite Payment**

Payment Information

Find | View All First 1 of 1

Payment 1
***Remit to** 0000045606
Location MAIN
***Address** 1

Tyrell Gardeners
247 Highgarden Highway
Sacramento, CA 95833

Gross Amount 21,700.00 USD
Discount 0.00 USD

Expedite Options

Scheduled Due 10/24/2016
Net Due 10/24/2016
Discount Due
Accounting Date

Payment Inquiry
☐ **Discount Denied**
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

Payment Options

***Bank** STATE
***Account** 0000
***Method** CHK Check
Message Attn: Queen of Thorns - Olenna Redwyne

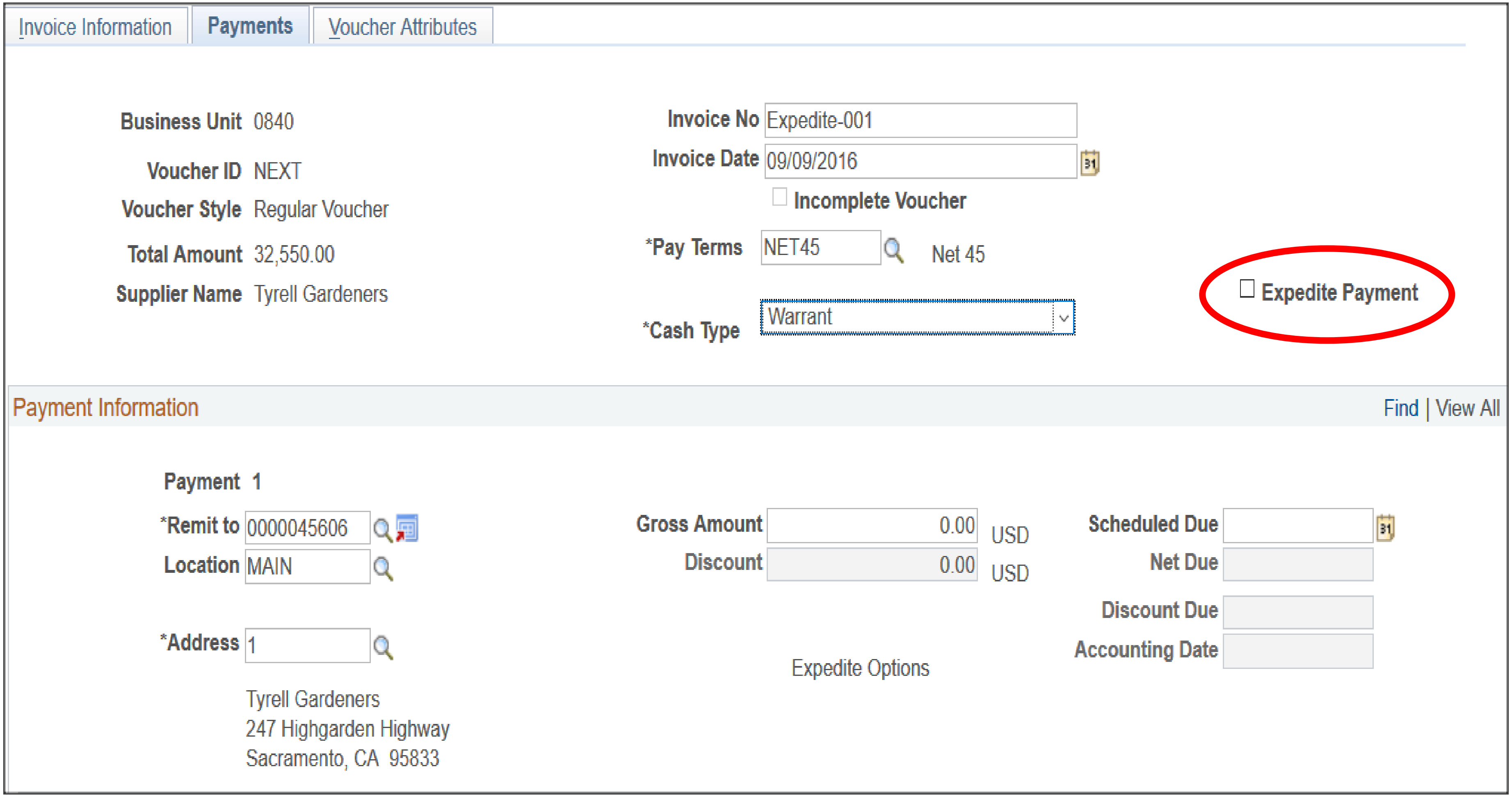
Pay Group
***Handling** Release to STO
Hold Reason

***Netting** Not Applicable
L/C ID
Redemption Date

Actions

Supplier Bank Messages
☐ **Hold Payment**
☐ **Separate Payment**

Expedite Voucher



Business Unit 0840

Voucher ID NEXT

Voucher Style Regular Voucher

Total Amount 32,550.00

Supplier Name Tyrell Gardeners

Invoice No Expedite-001

Invoice Date 09/09/2016

☐ **Incomplete Voucher**

***Pay Terms** NET45 Net 45

***Cash Type** Warrant

☐ **Expedite Payment**

Payment Information

Payment 1

***Remit to** 0000045606

Location MAIN

***Address** 1

Tyrell Gardeners
247 Highgarden Highway
Sacramento, CA 95833

Gross Amount 0.00 USD

Discount 0.00 USD

Expedite Options

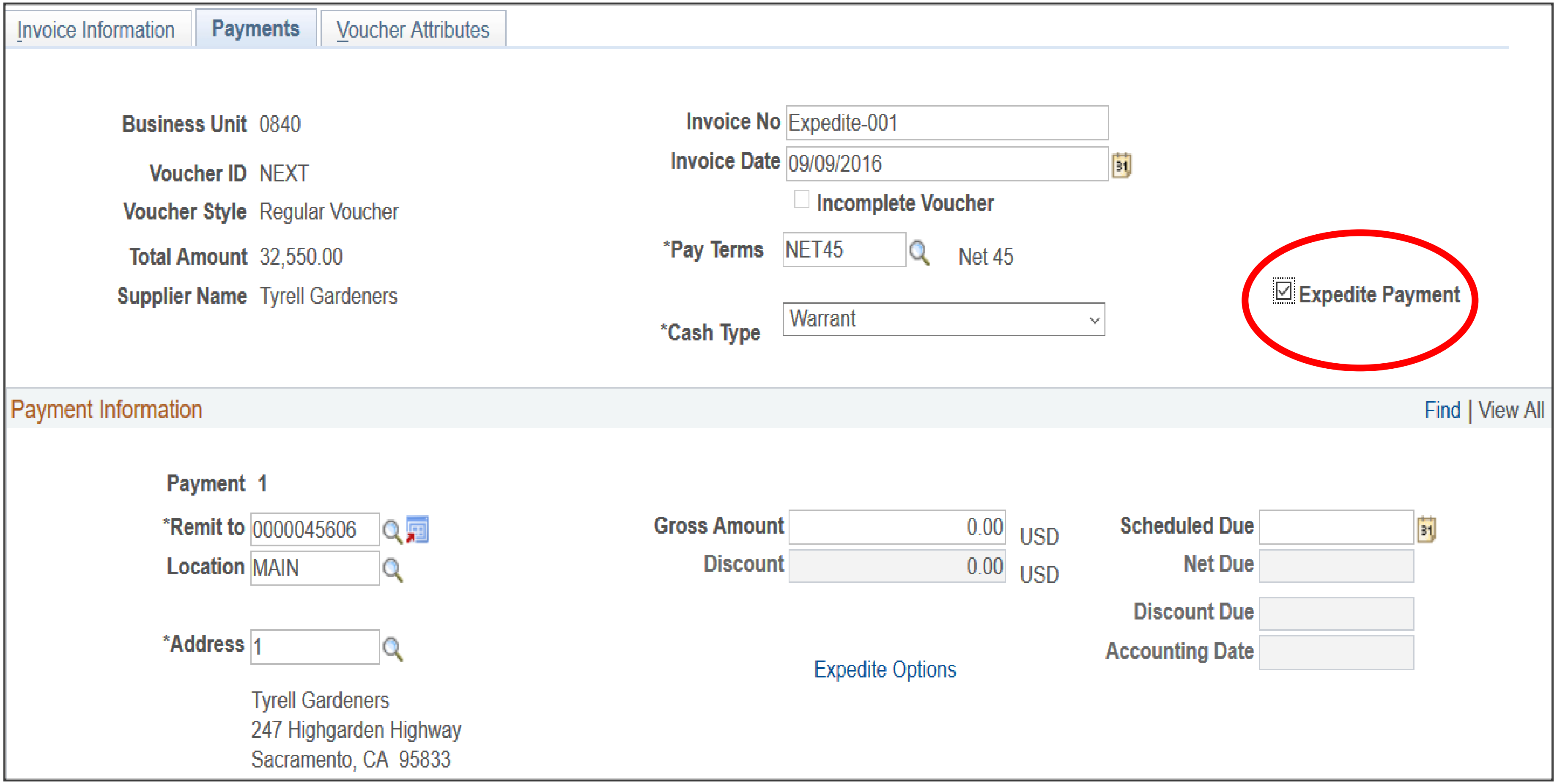
Scheduled Due

Net Due

Discount Due

Accounting Date

Expedite Voucher


Invoice Information
Payments
Voucher Attributes
Find | View All
Expedite Options

Business Unit 0840
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 32,550.00
Supplier Name Tyrell Gardeners

Invoice No Expedite-001
Invoice Date 09/09/2016
☐ **Incomplete Voucher**
***Pay Terms** NET45 Net 45
***Cash Type** Warrant

☑ **Expedite Payment**

Payment Information

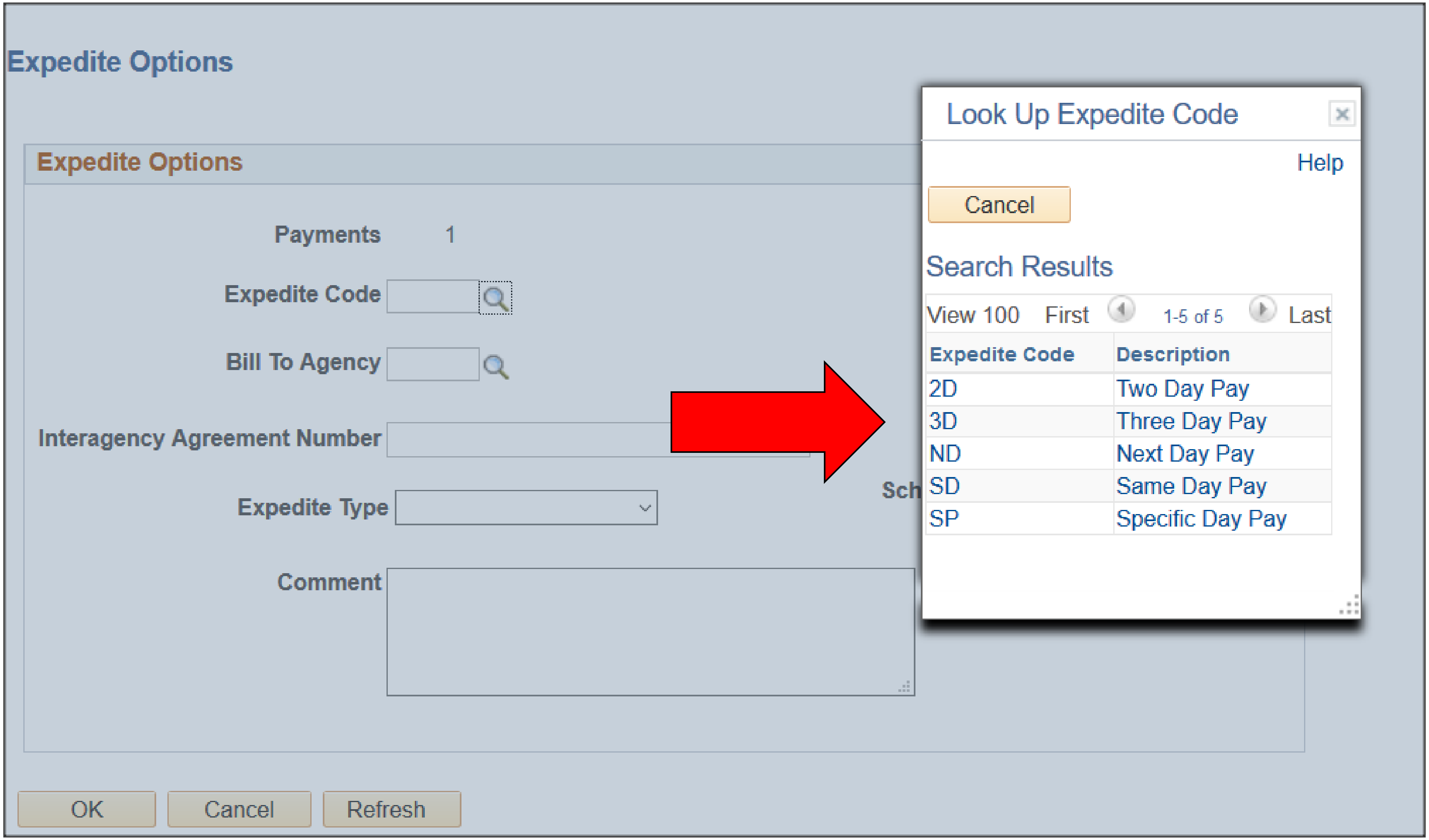
Payment 1
***Remit to** 0000045606
Location MAIN
***Address** 1

Tyrell Gardeners
247 Highgarden Highway
Sacramento, CA 95833

Gross Amount 0.00 USD
Discount 0.00 USD

Scheduled Due
Net Due
Discount Due
Accounting Date

Expedite Options



Expedite Options

Expedite Options

Payments 1

Expedite Code

Bill To Agency

Interagency Agreement Number

Expedite Type

Comment

Sch
OK
Cancel
Refresh

Look Up Expedite Code

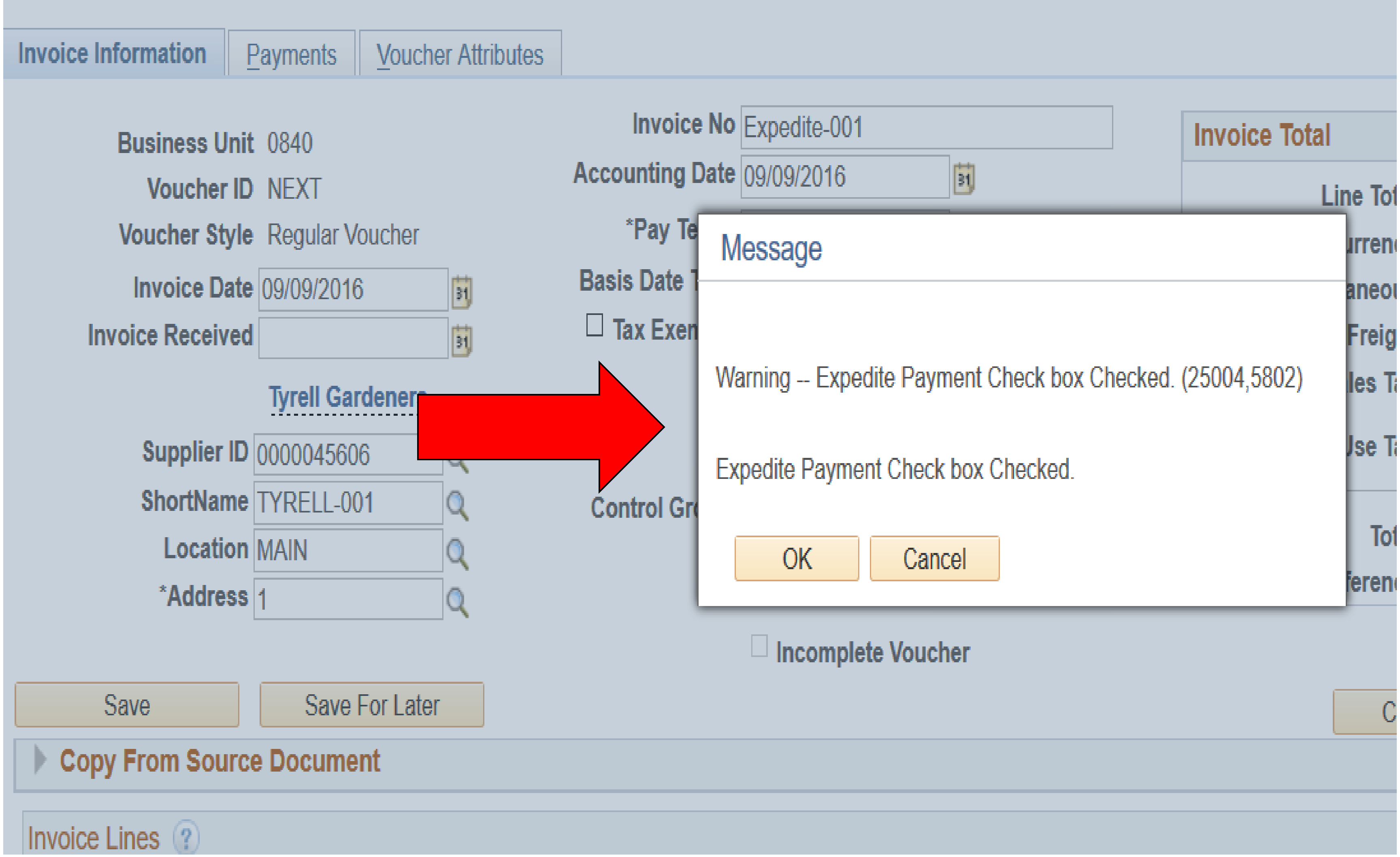
Help
Cancel

Search Results

View 100 First 1-5 of 5 Last

Expedite Code	Description
2D	Two Day Pay
3D	Three Day Pay
ND	Next Day Pay
SD	Same Day Pay
SP	Specific Day Pay

Expedite Voucher


Invoice Information
Payments
Voucher Attributes
Invoice Total
Save
Save For Later
Copy From Source Document
Invoice Lines
OK
Cancel

Business Unit 0840
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 09/09/2016
Invoice Received
Tyrell Gardeners
Supplier ID 0000045606
ShortName TYRELL-001
Location MAIN
*Address 1

Invoice No Expedite-001
Accounting Date 09/09/2016

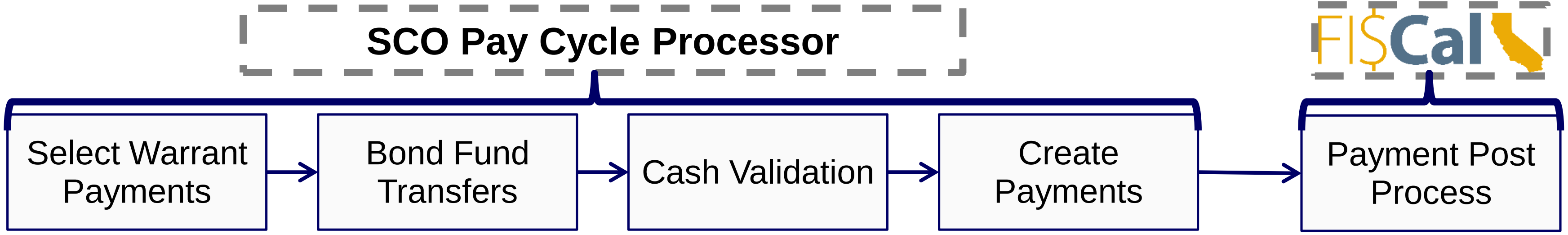
☐ Incomplete Voucher

Message

Warning -- Expedite Payment Check box Checked. (25004,5802)

Expedite Payment Check box Checked.

Run Warrant Pay Cycle



SCO Pay Cycle Processor

FI$Cal

Select Warrant Payments → Bond Fund Transfers → Cash Validation → Create Payments → Payment Post Process

Select Warrant Payments

- SCO Pay Cycle Processor can schedule Warrant Payment

Bond Fund Transfers

- This is an automated GL process
- Review bond balance for payment
- Analyze and fix any exceptions

Cash Validation

- This is an automated GL process
- Review cash balance for payment
- Analyze and fix any exceptions

Create Payments

- Issue payments from the warrant accounts
- Payment file is generated, printed, verified, and then sent to STO IPS

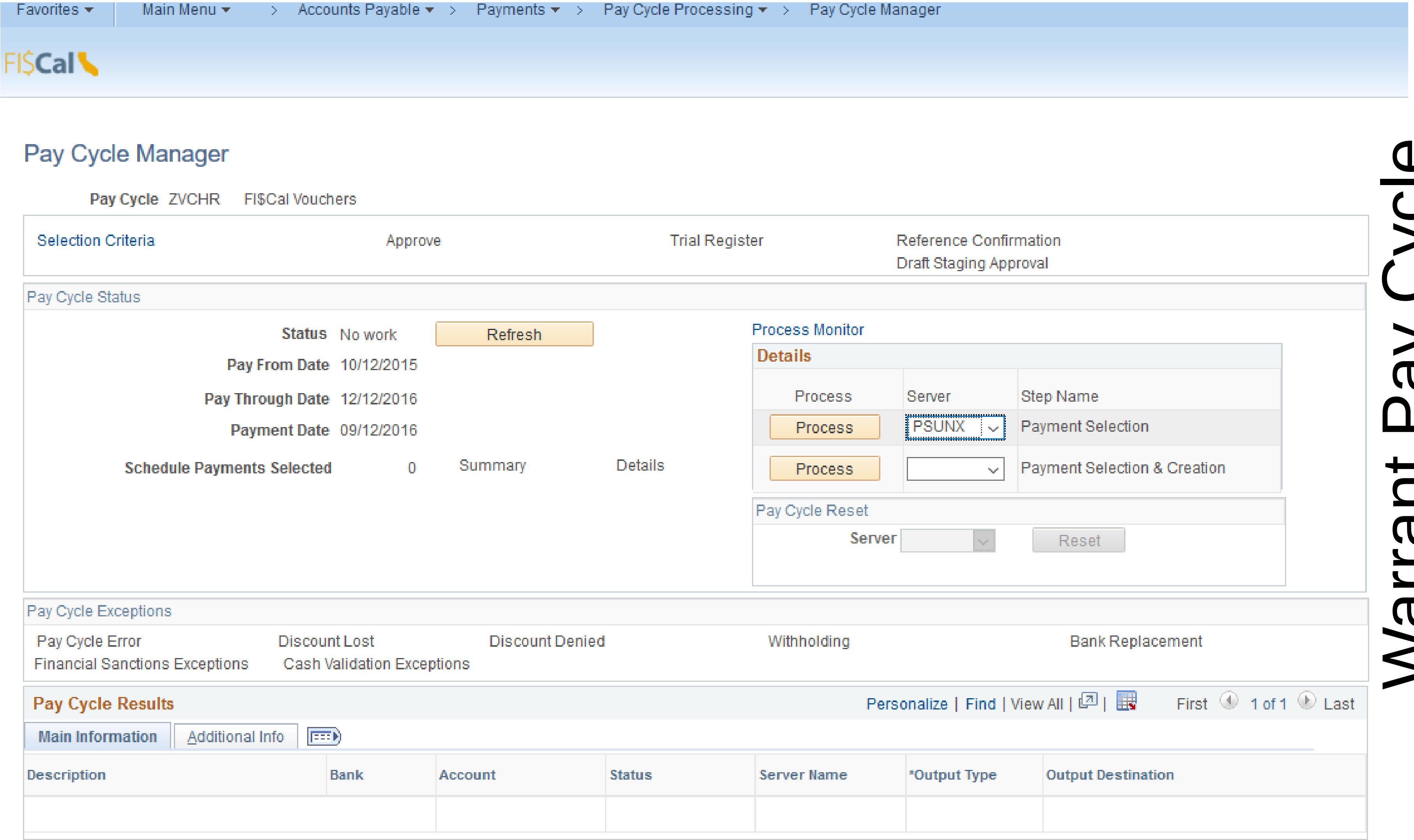
Payment Post Process

- System process creates accounting entries for all payment types, including cancelled payments

Key Impacts

- All vouchers and legacy claims resulting in warrants are processed in FI$Cal using Pay Cycle
- For vouchers that generate a Warrant and for legacy paper claims, FI$Cal produces the print files that are sent to SCO for printing and mailing

Warrant Pay Cycle



Favorites > Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager

Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria | Approve | Trial Register | Reference Confirmation | Draft Staging Approval

Pay Cycle Status

Status No work

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 0 Summary Details

Process Monitor

Details

Process	Server	Step Name
Process	PSUNX	Payment Selection
Process		Payment Selection & Creation

Pay Cycle Reset

Server

Pay Cycle Exceptions

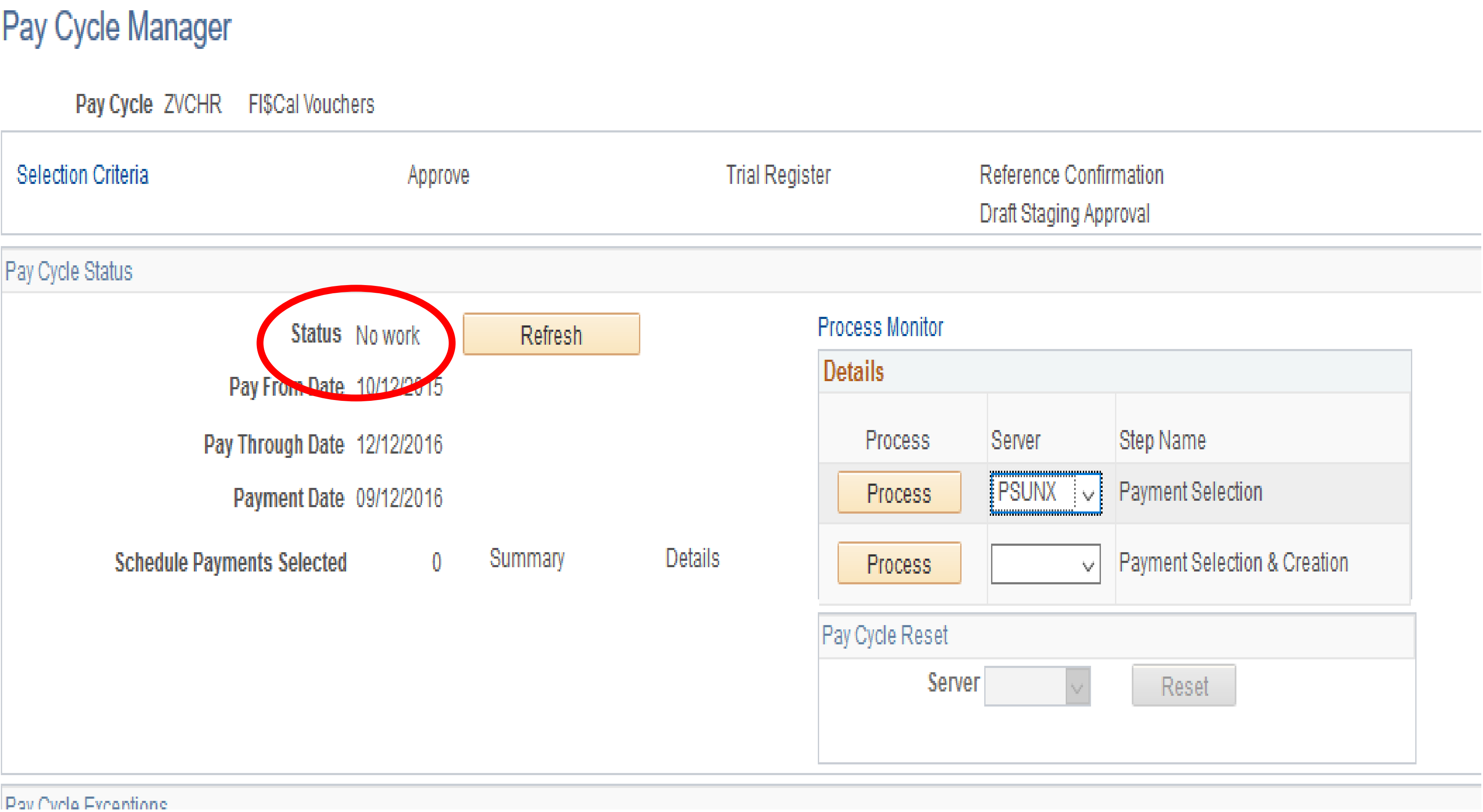
Pay Cycle Error | Discount Lost | Discount Denied | Withholding | Bank Replacement | Financial Sanctions Exceptions | Cash Validation Exceptions

Pay Cycle Results

Main Information | Additional Info

Description	Bank	Account	Status	Server Name	*Output Type	Output Destination

Warrant Pay Cycle



Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria | Approve | Trial Register | Reference Confirmation | Draft Staging Approval

Pay Cycle Status

Status No work

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 0

Refresh
Summary
Details
Process Monitor

Details

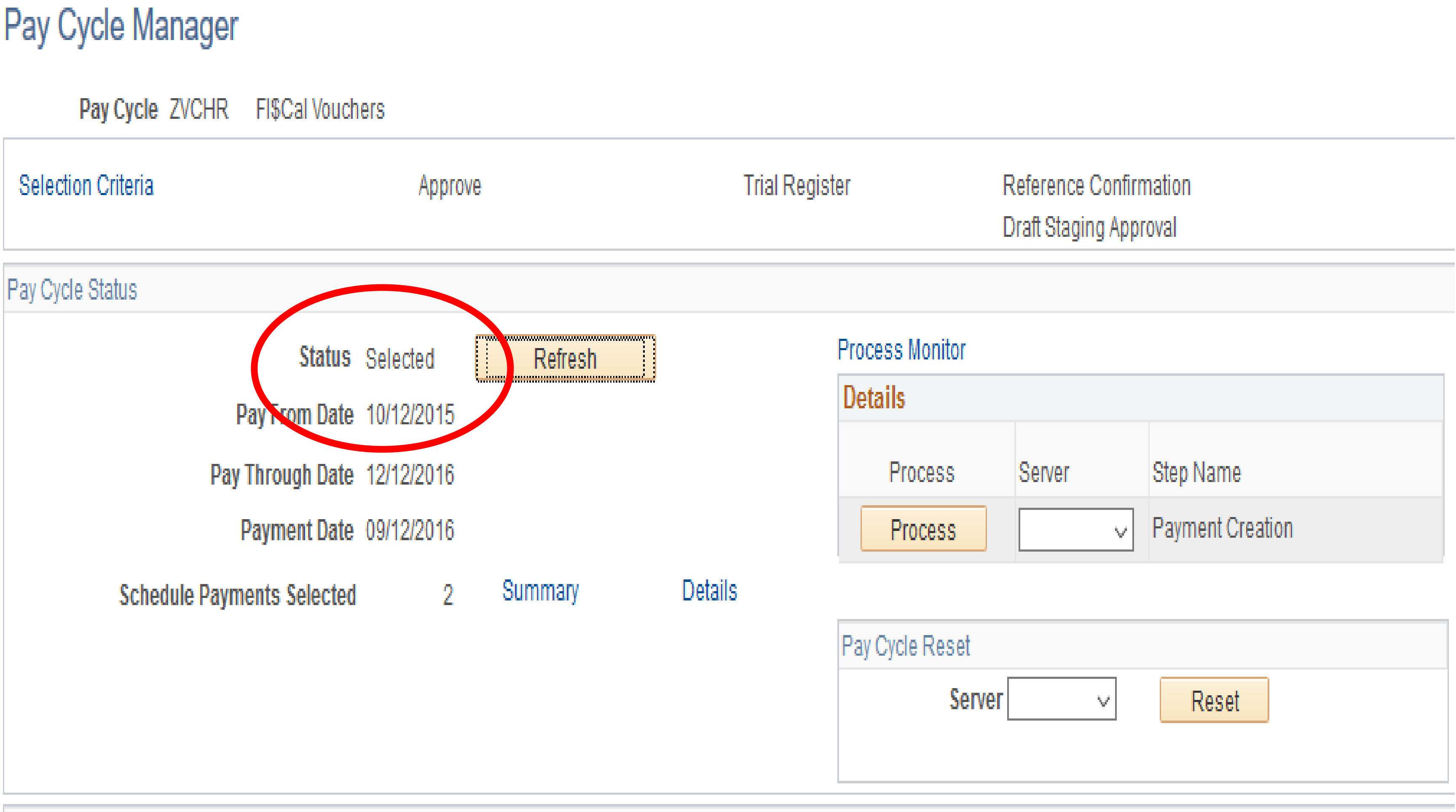
Process	Server	Step Name
Process	PSUNX	Payment Selection
Process		Payment Selection & Creation

Pay Cycle Reset

Server

Reset
Pay Cycle Exceptions

Payment Selection


Pay Cycle Manager
Selection Criteria
Approve
Trial Register
Reference Confirmation
Draft Staging Approval
Pay Cycle Status
Refresh
Process Monitor
Details
Process
Server
Step Name
Process
Summary
Details
Pay Cycle Reset
Server
Reset

Pay Cycle ZVCHR FI$Cal Vouchers

Status Selected

Pay From Date 10/12/2015

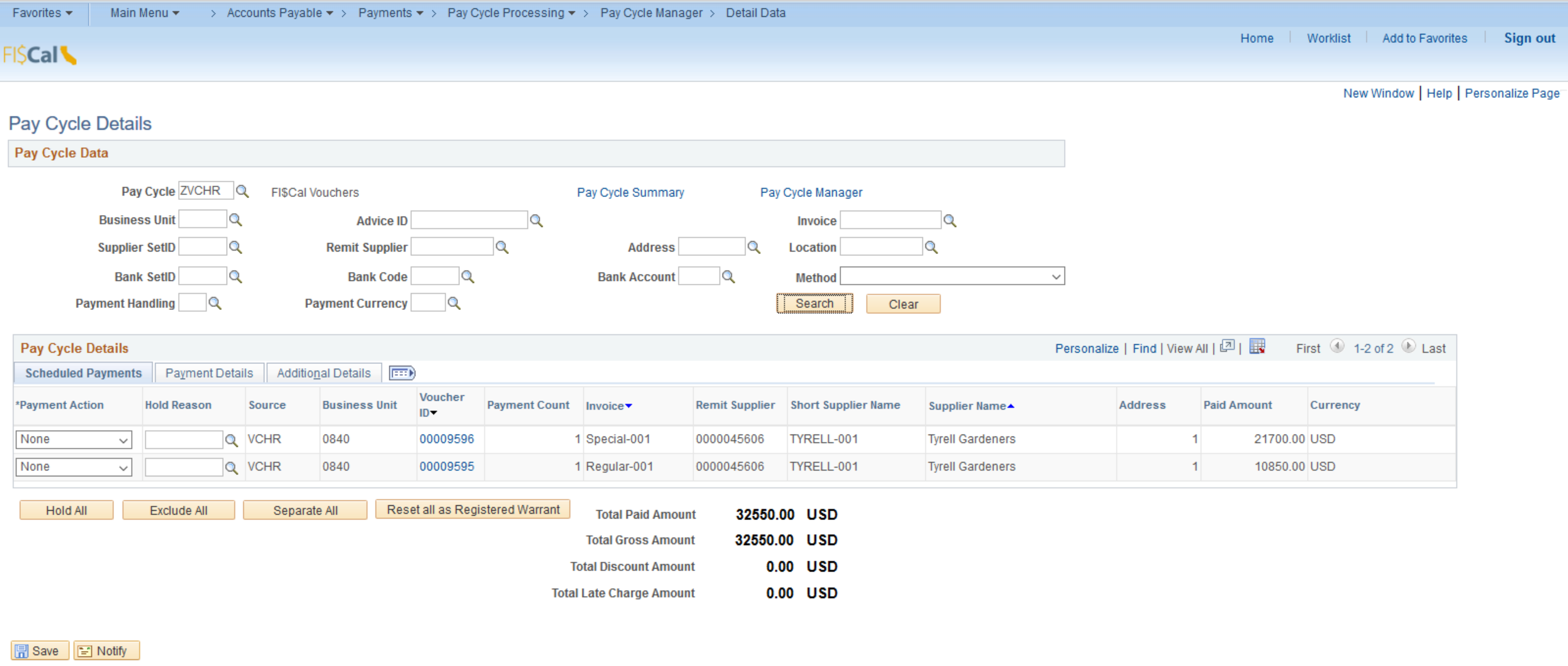
Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 2

Step Name: Payment Creation

Vouchers Selected for Warrant Pay Cycle


Favorites
Main Menu
> Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager > Detail Data
FI$Cal
Home | Worklist | Add to Favorites | Sign out
New Window | Help | Personalize Page

Pay Cycle Details

Pay Cycle Data

Pay Cycle ZVCHR FI$Cal Vouchers

Pay Cycle Summary
Pay Cycle Manager
Business Unit
Advice ID
Invoice
Supplier SetID
Remit Supplier
Address
Location
Bank SetID
Bank Code
Bank Account
Method
Payment Handling
Payment Currency
Search
Clear

Pay Cycle Details

Personalize | Find | View All |
First 1-2 of 2 Last
Scheduled Payments
Payment Details
Additional Details

*Payment Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Currency
None		VCHR	0840	00009596	1	Special-001	0000045606	TYRELL-001	Tyrell Gardeners	1	21700.00	USD
None		VCHR	0840	00009595	1	Regular-001	0000045606	TYRELL-001	Tyrell Gardeners	1	10850.00	USD

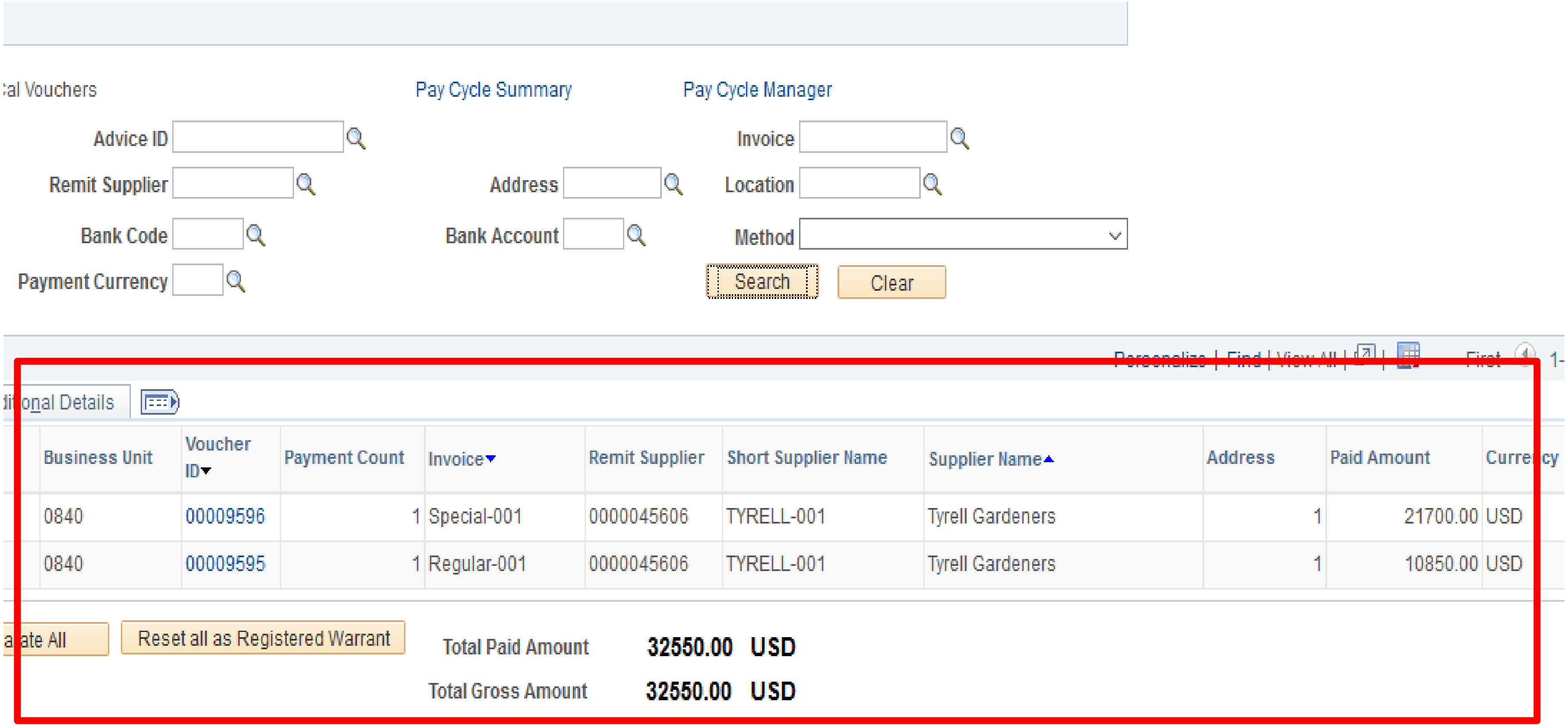
Hold All
Exclude All
Separate All
Reset all as Registered Warrant

Total Paid Amount	32550.00	USD
Total Gross Amount	32550.00	USD
Total Discount Amount	0.00	USD
Total Late Charge Amount	0.00	USD

Save
Notify

Introduction | Warrant Import | Warrant Processing | Analyze Bond/Cash Exceptions | Warrant Post Issuance | Bank Reconciliation | Registered Warrants | Closing | Appendix

Vouchers Selected for Warrant Pay Cycle



:al Vouchers | Pay Cycle Summary | Pay Cycle Manager

Advice ID
Invoice
Remit Supplier
Address
Location
Bank Code
Bank Account
Method
Payment Currency

Search
Clear
Personalize | Find | View All | First 1-
ional Details

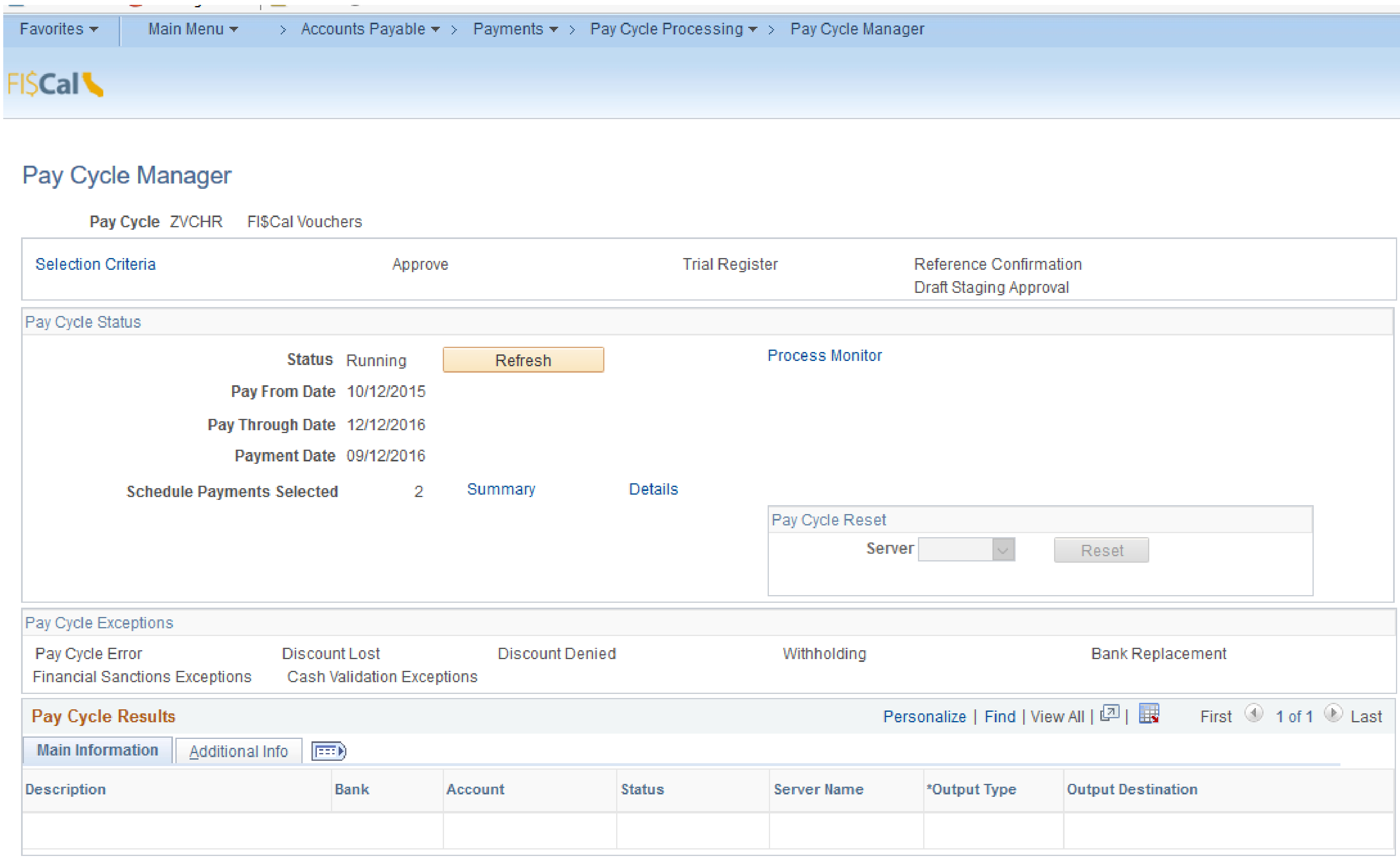
Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Curre cy
0840	00009596	1	Special-001	0000045606	TYRELL-001	Tyrell Gardeners	1	21700.00	USD
0840	00009595	1	Regular-001	0000045606	TYRELL-001	Tyrell Gardeners	1	10850.00	USD

ate All
Reset all as Registered Warrant

Total Paid Amount **32550.00 USD**
Total Gross Amount **32550.00 USD**

FI$Cal
One state. One system.

Payment Creation


Favorites
Main Menu
Accounts Payable
Payments
Pay Cycle Processing
Pay Cycle Manager
FI$Cal

Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria
Approve
Trial Register
Reference Confirmation
Draft Staging Approval

Pay Cycle Status

Status Running

Refresh
Process Monitor

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 2

Summary
Details
Pay Cycle Reset
Server
Reset

Pay Cycle Exceptions

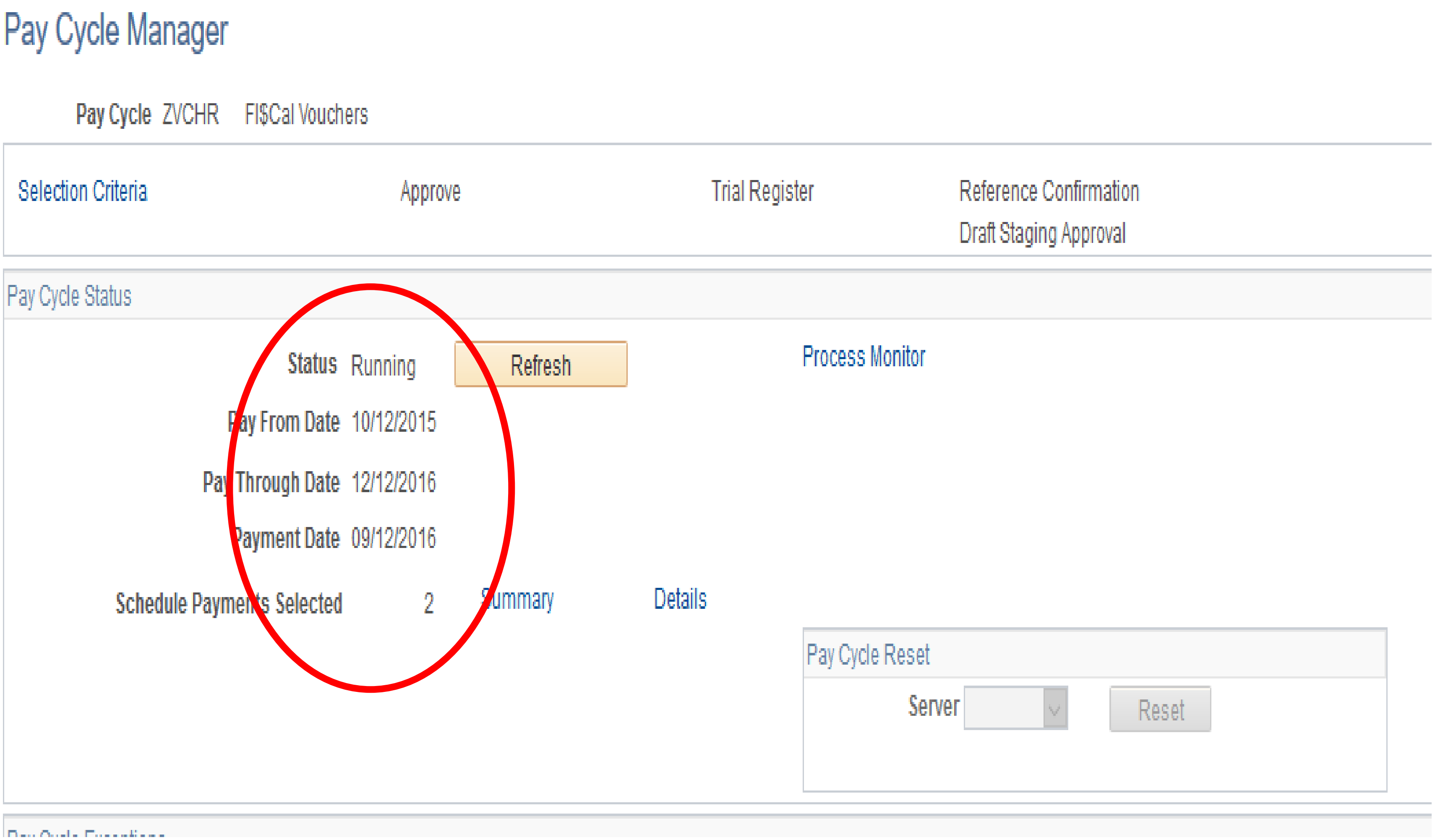
Pay Cycle Error
Discount Lost
Discount Denied
Withholding
Bank Replacement
Financial Sanctions Exceptions
Cash Validation Exceptions

Pay Cycle Results

Personalize | Find | View All |
First 1 of 1 Last
Main Information
Additional Info

Description	Bank	Account	Status	Server Name	*Output Type	Output Destination

Payment Creation



Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria
Approve
Trial Register
Reference Confirmation
Draft Staging Approval

Pay Cycle Status

Status Running

Refresh
Process Monitor

Pay From Date 10/12/2015

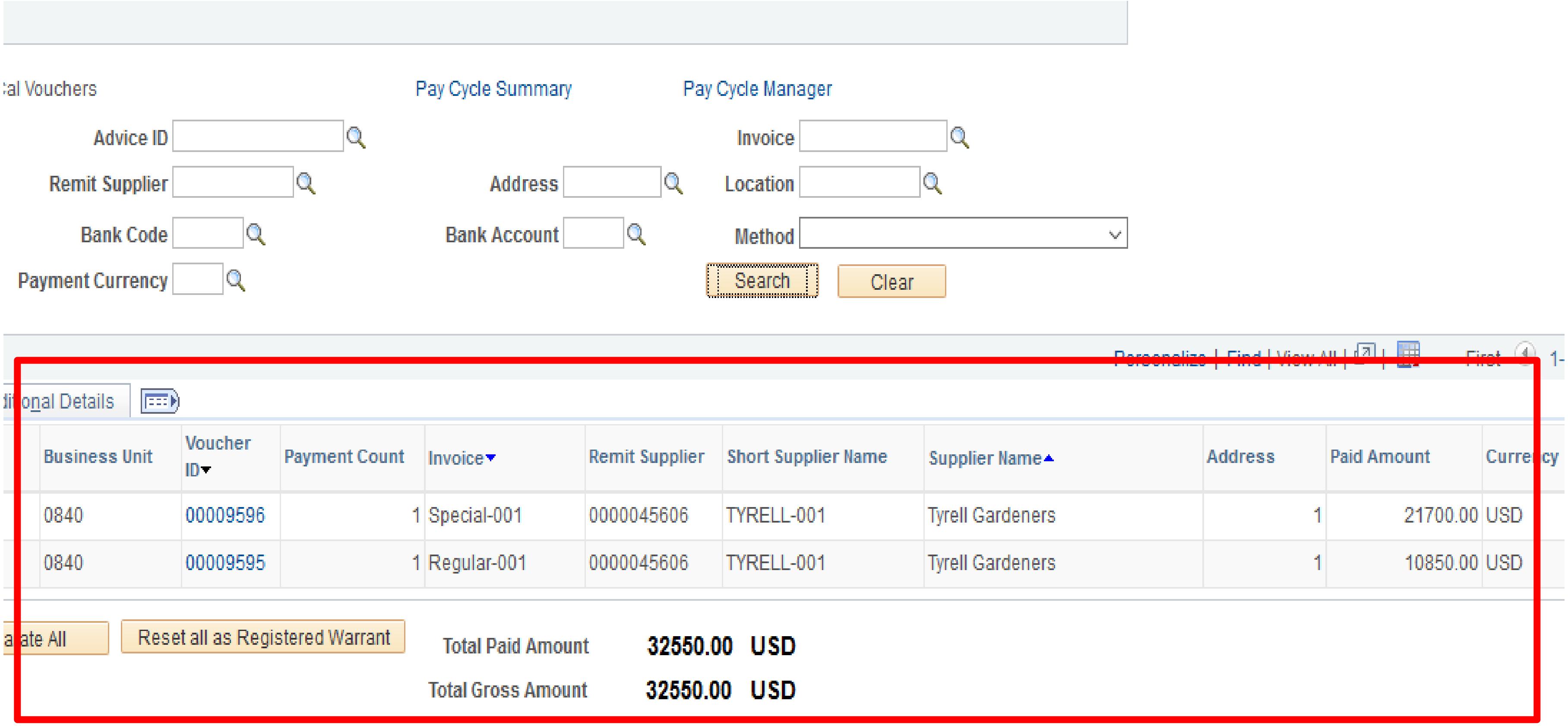
Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 2

Summary
Details
Pay Cycle Reset
Server
Reset

Vouchers Selected for Warrant Pay Cycle



al Vouchers | Pay Cycle Summary | Pay Cycle Manager

Advice ID				Invoice	
Remit Supplier		Address		Location	
Bank Code		Bank Account		Method	
Payment Currency					

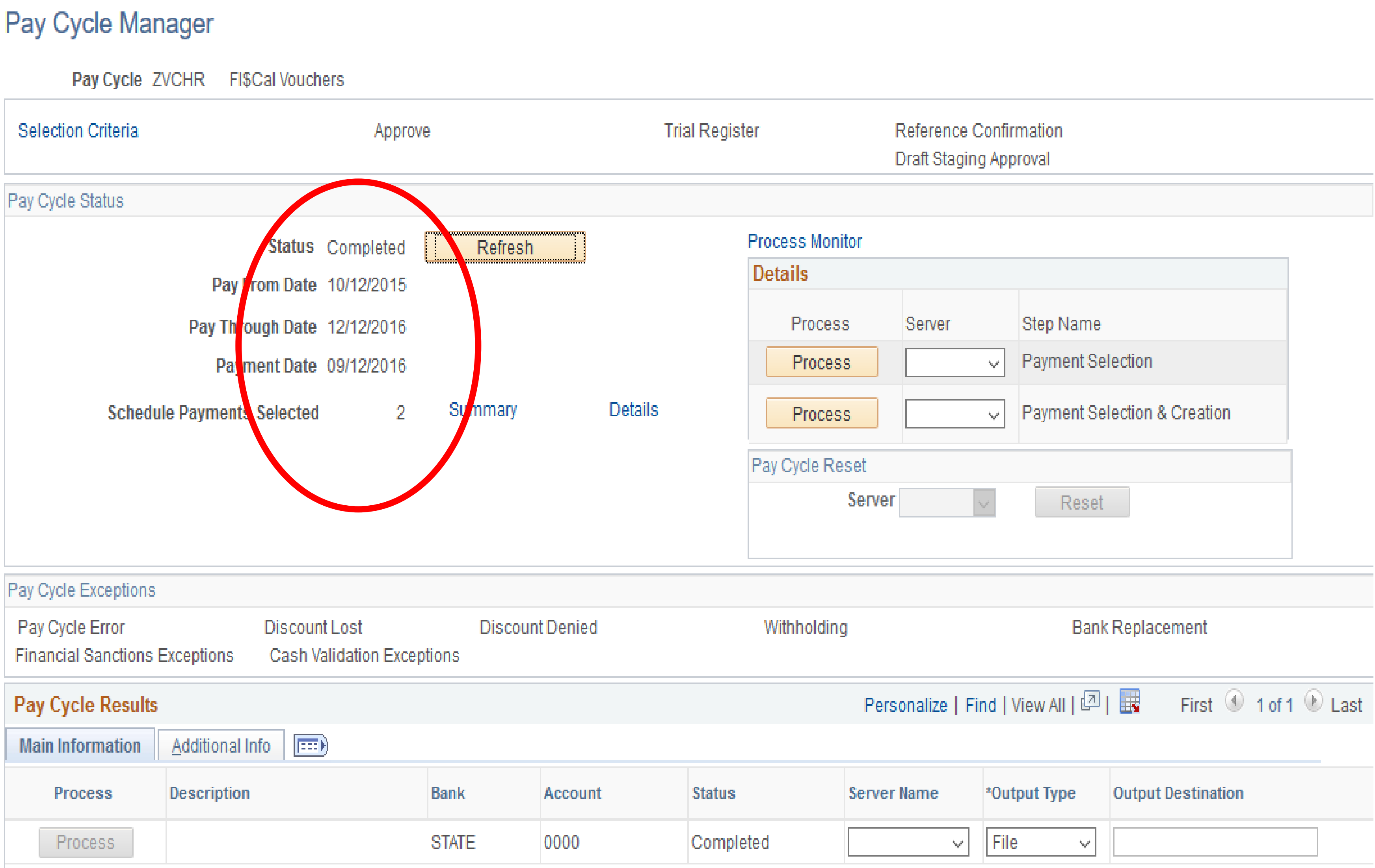
Search
Clear
Personalize | Find | View All |
First
1-
itional Details
ate All
Reset all as Registered Warrant

Business Unit	Voucher ID▾	Payment Count	Invoice▾	Remit Supplier	Short Supplier Name	Supplier Name▴	Address	Paid Amount	Currency
0840	00009596	1	Special-001	0000045606	TYRELL-001	Tyrell Gardeners	1	21700.00	USD
0840	00009595	1	Regular-001	0000045606	TYRELL-001	Tyrell Gardeners	1	10850.00	USD

Total Paid Amount **32550.00 USD**

Total Gross Amount **32550.00 USD**

Pay Cycle Complete



Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria | Approve | Trial Register | Reference Confirmation
Draft Staging Approval

Pay Cycle Status

Status Completed

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 2 Summary Details

Process Monitor

Details

Process	Server	Step Name
Process		Payment Selection
Process		Payment Selection & Creation

Pay Cycle Reset

Server

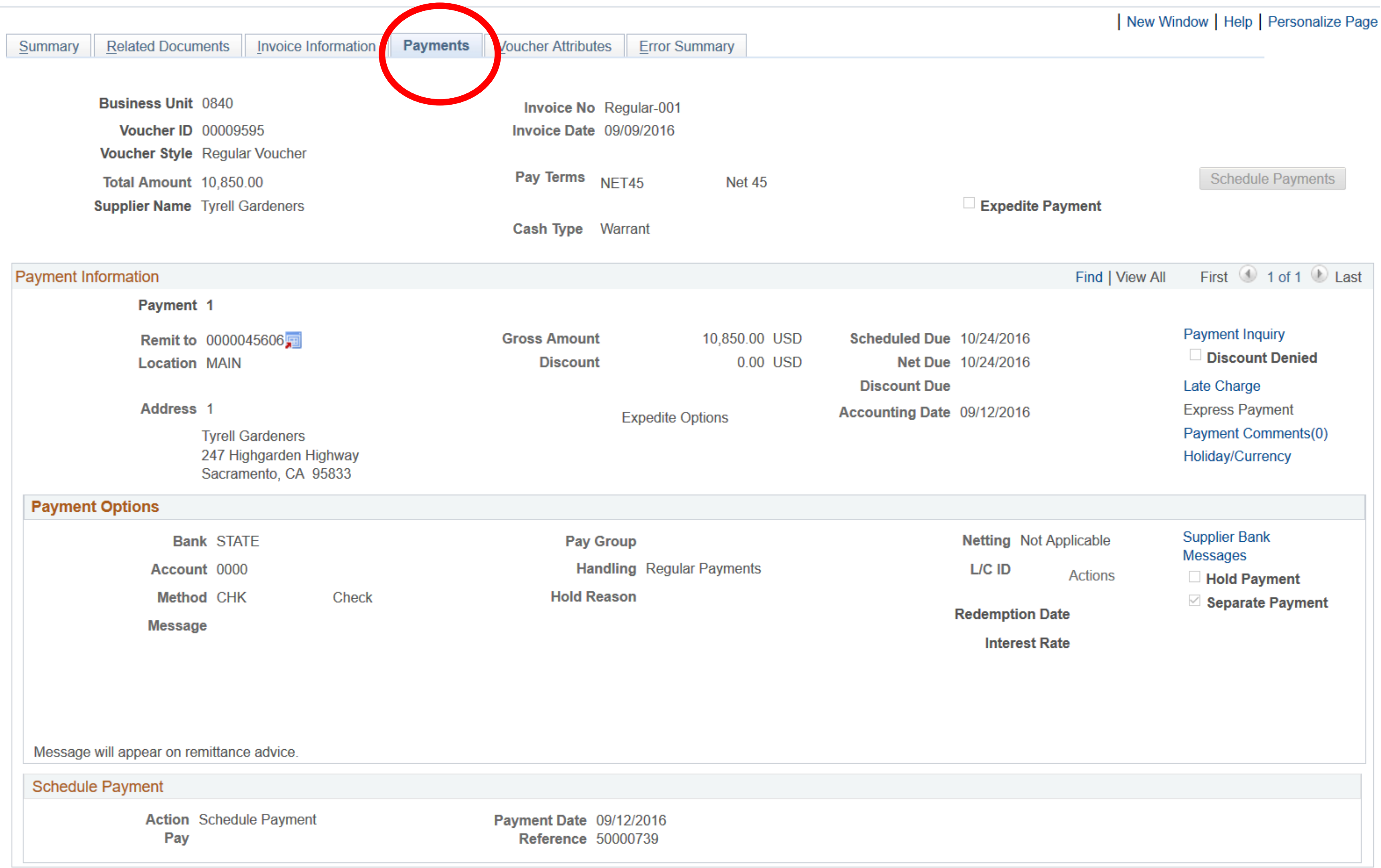
Pay Cycle Exceptions

Pay Cycle Error | Discount Lost | Discount Denied | Withholding | Bank Replacement
Financial Sanctions Exceptions | Cash Validation Exceptions

Pay Cycle Results

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process		STATE	0000	Completed		File	

Payment Reference


| New Window | Help | Personalize Page
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Schedule Payments
Find | View All
First
1 of 1
Last
Payment Inquiry
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency
Supplier Bank Messages
Actions
Expedite Options

Business Unit 0840
Voucher ID 00009595
Voucher Style Regular Voucher
Total Amount 10,850.00
Supplier Name Tyrell Gardeners

Invoice No Regular-001
Invoice Date 09/09/2016
Pay Terms NET45 Net 45
Cash Type Warrant

☐ **Expedite Payment**

Payment Information

Payment 1
Remit to 0000045606
Location MAIN
Address 1

Tyrell Gardeners
247 Highgarden Highway
Sacramento, CA 95833

Gross Amount 10,850.00 USD
Discount 0.00 USD

Scheduled Due 10/24/2016
Net Due 10/24/2016
Discount Due
Accounting Date 09/12/2016

☐ **Discount Denied**

Payment Options

Bank STATE
Account 0000
Method CHK Check
Message

Pay Group
Handling Regular Payments
Hold Reason

Netting Not Applicable
L/C ID
Redemption Date
Interest Rate

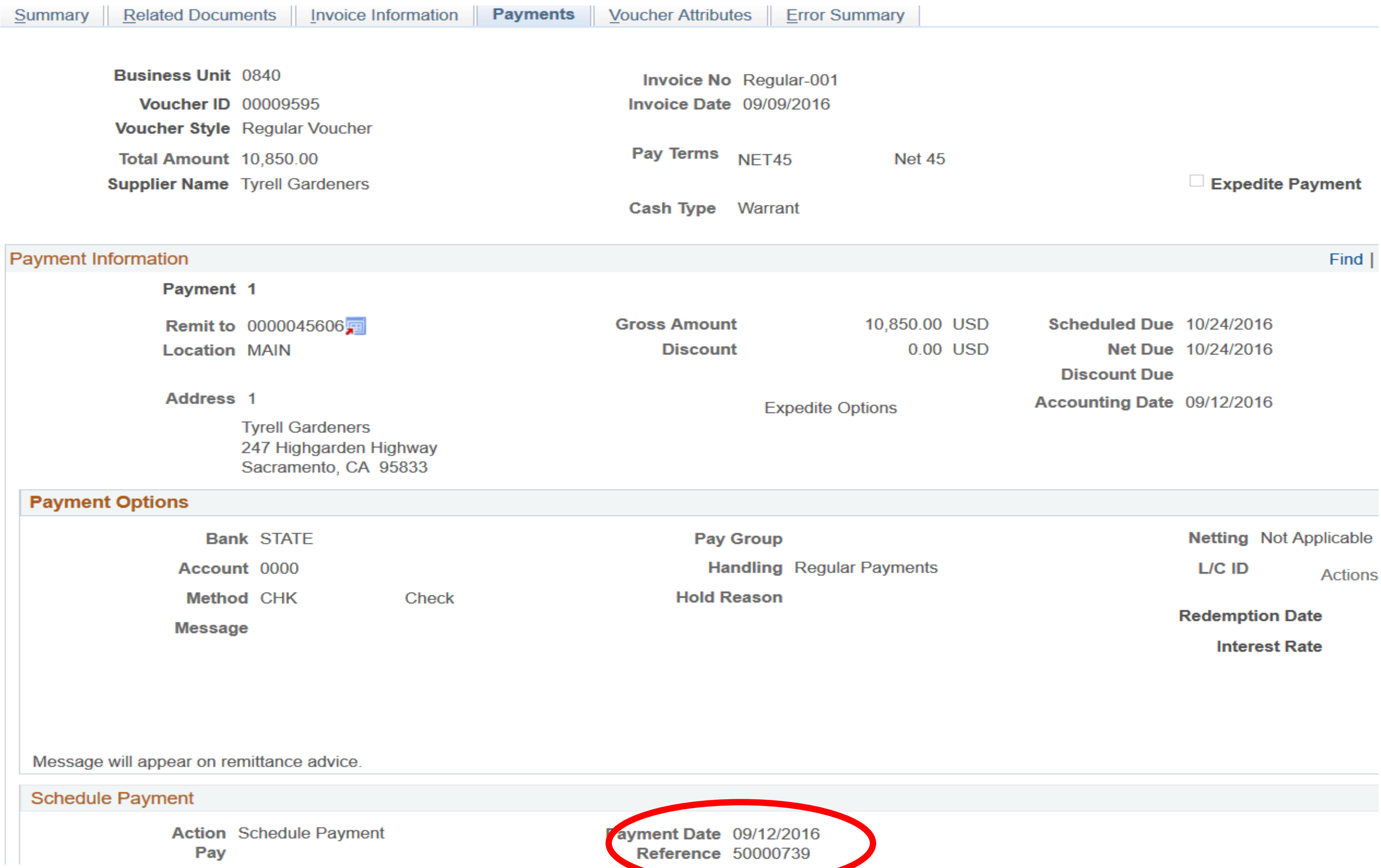
☐ **Hold Payment**
☑ **Separate Payment**

Message will appear on remittance advice.

Schedule Payment

Action Schedule Payment
Pay
Payment Date 09/12/2016
Reference 50000739

Payment Reference


Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Find |
Expedite Options
Actions

Business Unit 0840
Voucher ID 00009595
Voucher Style Regular Voucher
Total Amount 10,850.00
Supplier Name Tyrell Gardeners

Invoice No Regular-001
Invoice Date 09/09/2016
Pay Terms NET45 Net 45
Cash Type Warrant

☐ **Expedite Payment**

Payment Information

Payment 1
Remit to 0000045606
Location MAIN
Address 1

Tyrell Gardeners
247 Highgarden Highway
Sacramento, CA 95833

Gross Amount 10,850.00 USD
Discount 0.00 USD

Scheduled Due 10/24/2016
Net Due 10/24/2016
Discount Due
Accounting Date 09/12/2016

Payment Options

Bank STATE
Account 0000
Method CHK Check
Message

Pay Group
Handling Regular Payments
Hold Reason

Netting Not Applicable
L/C ID
Redemption Date
Interest Rate

Message will appear on remittance advice.

Schedule Payment

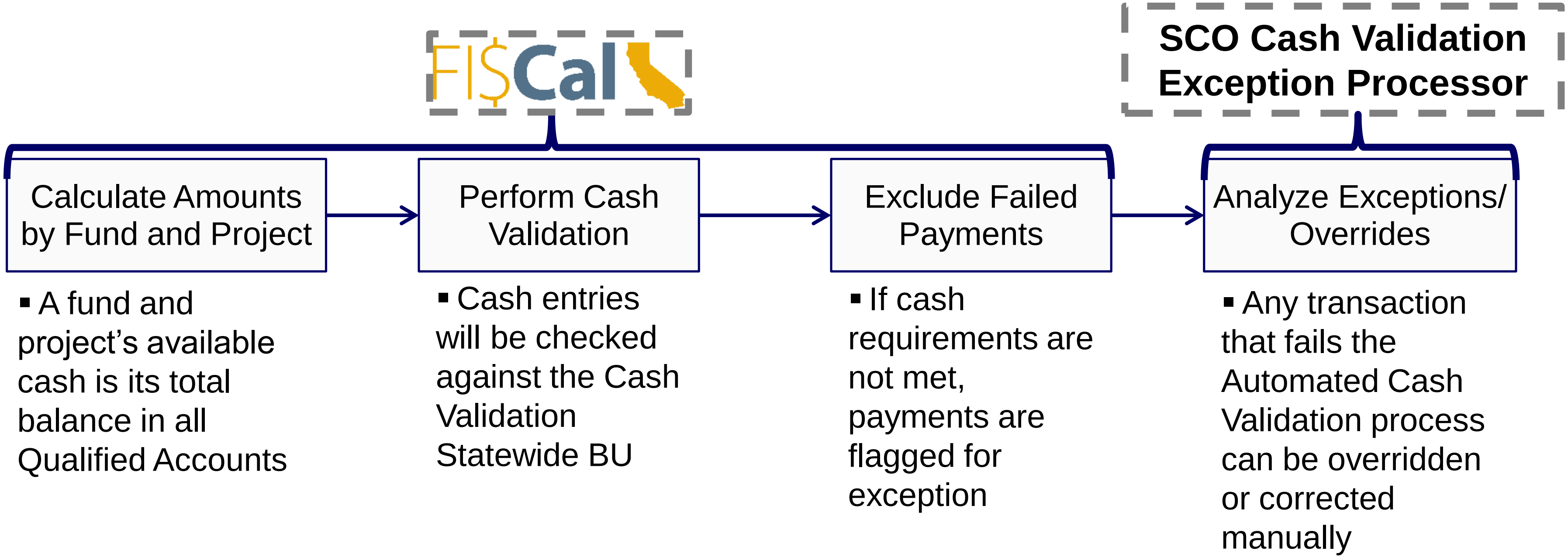
Action Schedule Payment
Pay

ayment Date 09/12/2016
Reference 50000739

Cash Validation/Bond Transfers

- Both the Automated Bond Fund Transfer and Automated Cash Validation processes are General Ledger processes that occur as part of the Pay Cycle.
- Automated Bond Fund Transfers
  - The Bond Fund Transfer Process creates cash entries that move money between bond proceeds sub-funds and related expenditure sub-funds as the transaction is processed through the Accounts Payable Pay Cycle process.
- Automated Cash Validation
  - The Cash Validation process prevents payments and other types of transactions from creation if their posting activity would result in a negative cash balance for any of the selected control funds.

Cash Validation Process



SCO Cash Validation Exception Processor

FI$Cal

Calculate Amounts by Fund and Project → Perform Cash Validation → Exclude Failed Payments → Analyze Exceptions/ Overrides

- A fund and project’s available cash is its total balance in all Qualified Accounts

- Cash entries will be checked against the Cash Validation Statewide BU

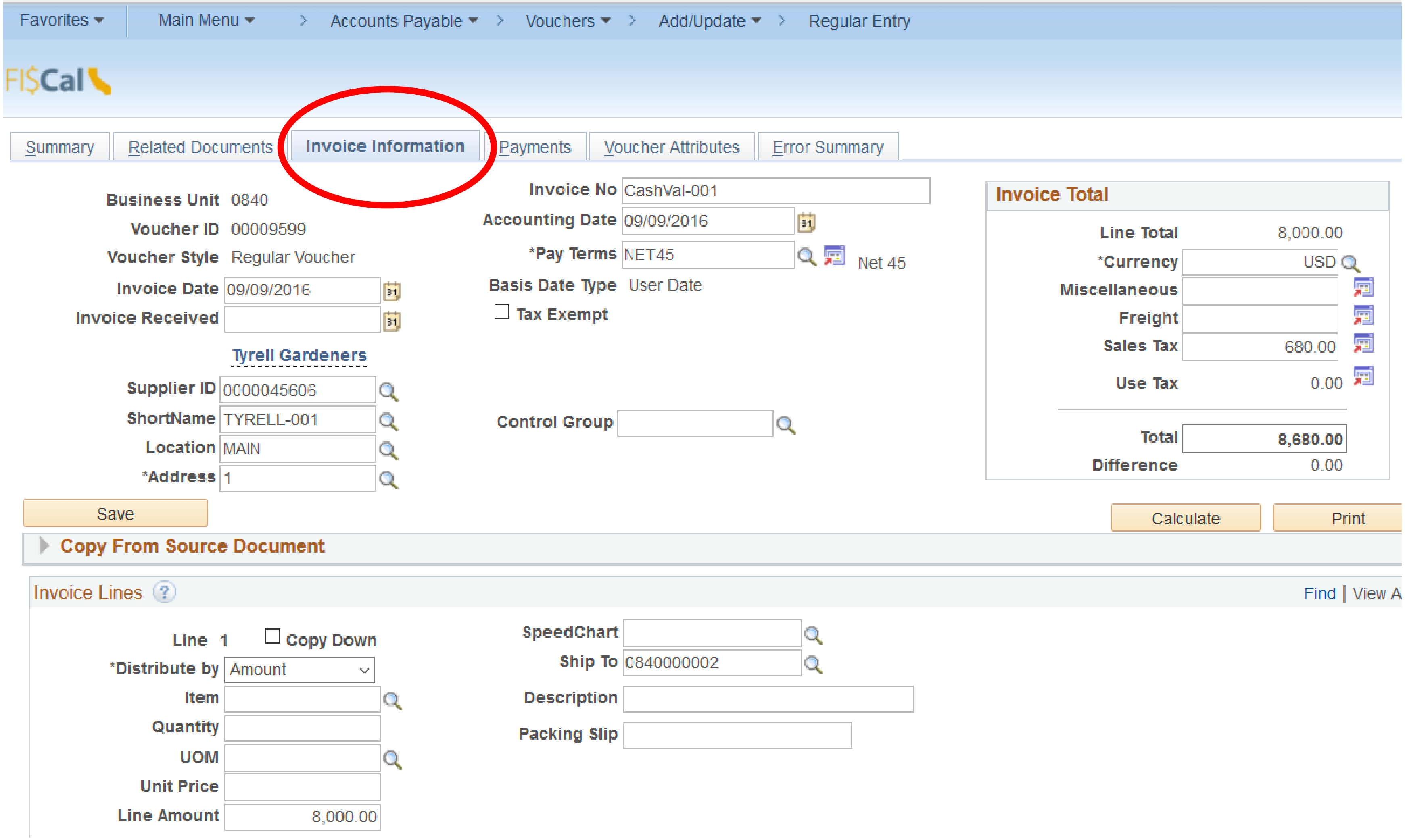
- If cash requirements are not met, payments are flagged for exception

- Any transaction that fails the Automated Cash Validation process can be overridden or corrected manually

Key Impacts

- Cash Validation for vouchers and legacy paper claims occur prior to printing warrants.
- Cash Validation is a custom cash accounting process that prevents payments from posting if their posting activity would result in a negative cash balance.

Regular Voucher – CV


Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
FI$Cal
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Save
Calculate
Print
Find | View A

Business Unit	0840
Voucher ID	00009599
Voucher Style	Regular Voucher
Invoice Date	09/09/2016
Invoice Received	

Tyrell Gardeners

Supplier ID	0000045606
ShortName	TYRELL-001
Location	MAIN
***Address**	1

Invoice No	CashVal-001
Accounting Date	09/09/2016
***Pay Terms**	NET45 Net 45
Basis Date Type	User Date
☐ **Tax Exempt**	
Control Group	

Invoice Total

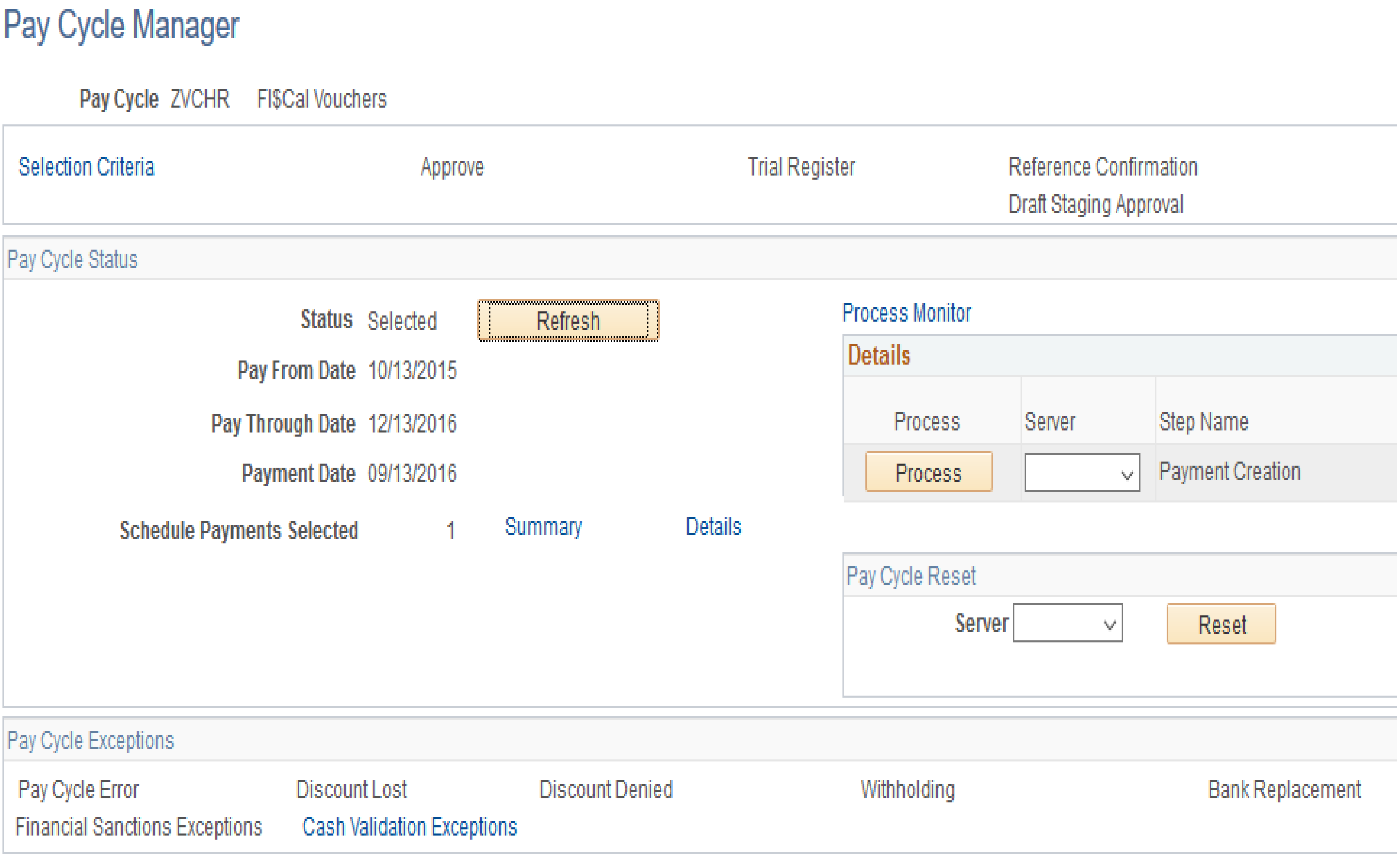
Line Total	8,000.00
***Currency**	USD
Miscellaneous	
Freight	
Sales Tax	680.00
Use Tax	0.00
Total	8,680.00
Difference	0.00

Copy From Source Document

Invoice Lines

Line	1 ☐ **Copy Down**
***Distribute by**	Amount
Item	
Quantity	
UOM	
Unit Price	
Line Amount	8,000.00
SpeedChart	
Ship To	0840000002
Description	
Packing Slip	

Pay Cycle – CV



Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria
Approve
Trial Register
Reference Confirmation
Draft Staging Approval

Pay Cycle Status

Status Selected

Pay From Date 10/13/2015

Pay Through Date 12/13/2016

Payment Date 09/13/2016

Schedule Payments Selected 1

Refresh
Summary
Details
Process Monitor

Details

Process	Server	Step Name
Process		Payment Creation

Pay Cycle Reset

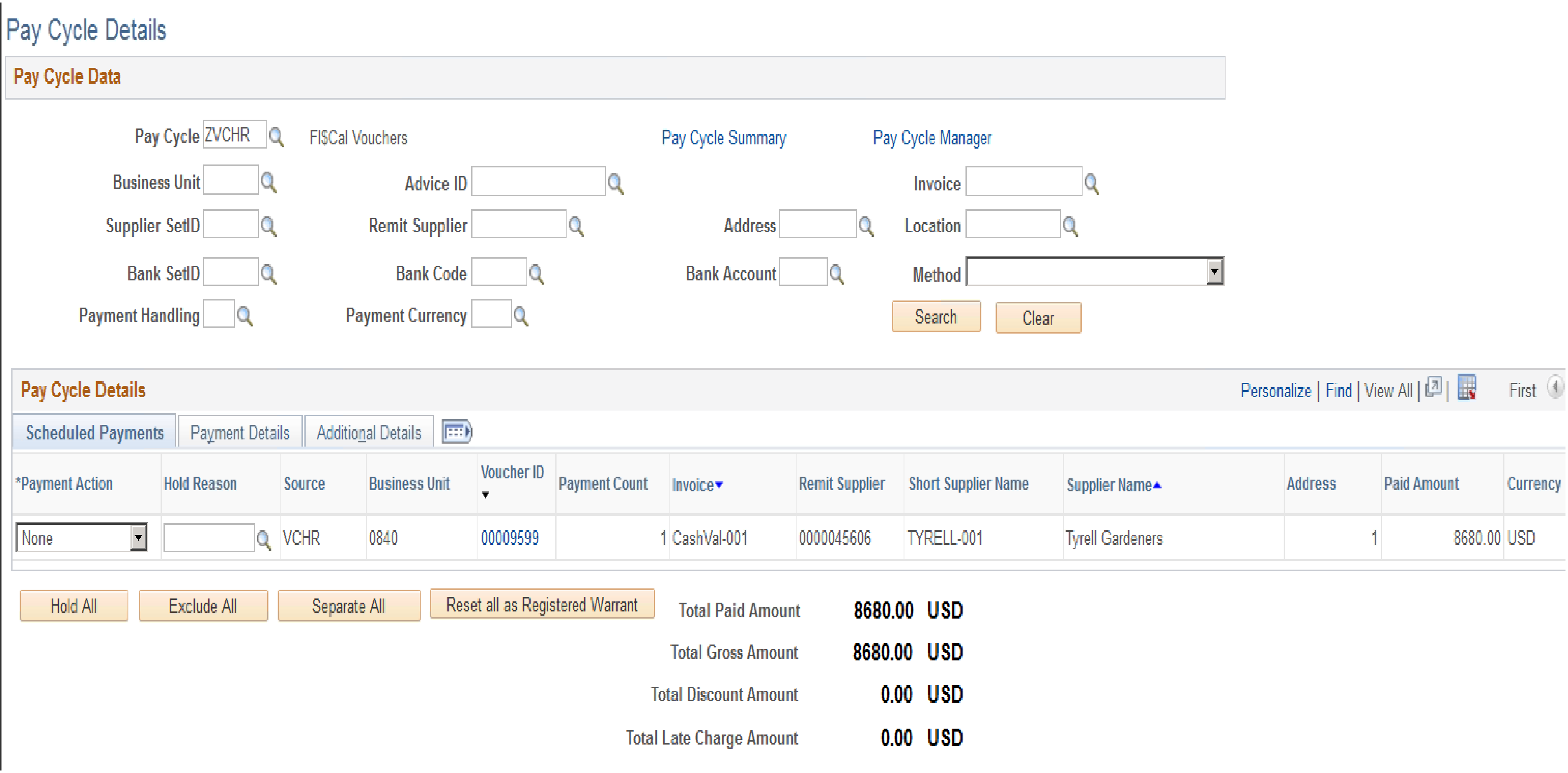
Server

Reset

Pay Cycle Exceptions

Pay Cycle Error
Discount Lost
Discount Denied
Withholding
Bank Replacement
Financial Sanctions Exceptions
Cash Validation Exceptions

Vouchers Selected for Warrant Pay Cycle – CV



Pay Cycle Details

Pay Cycle Data

Pay Cycle: ZVCHR	FI$Cal Vouchers	Pay Cycle Summary	Pay Cycle Manager
Business Unit:	Advice ID:		Invoice:
Supplier SetID:	Remit Supplier:	Address:	Location:
Bank SetID:	Bank Code:	Bank Account:	Method:
Payment Handling:	Payment Currency:		

Search
Clear

Pay Cycle Details

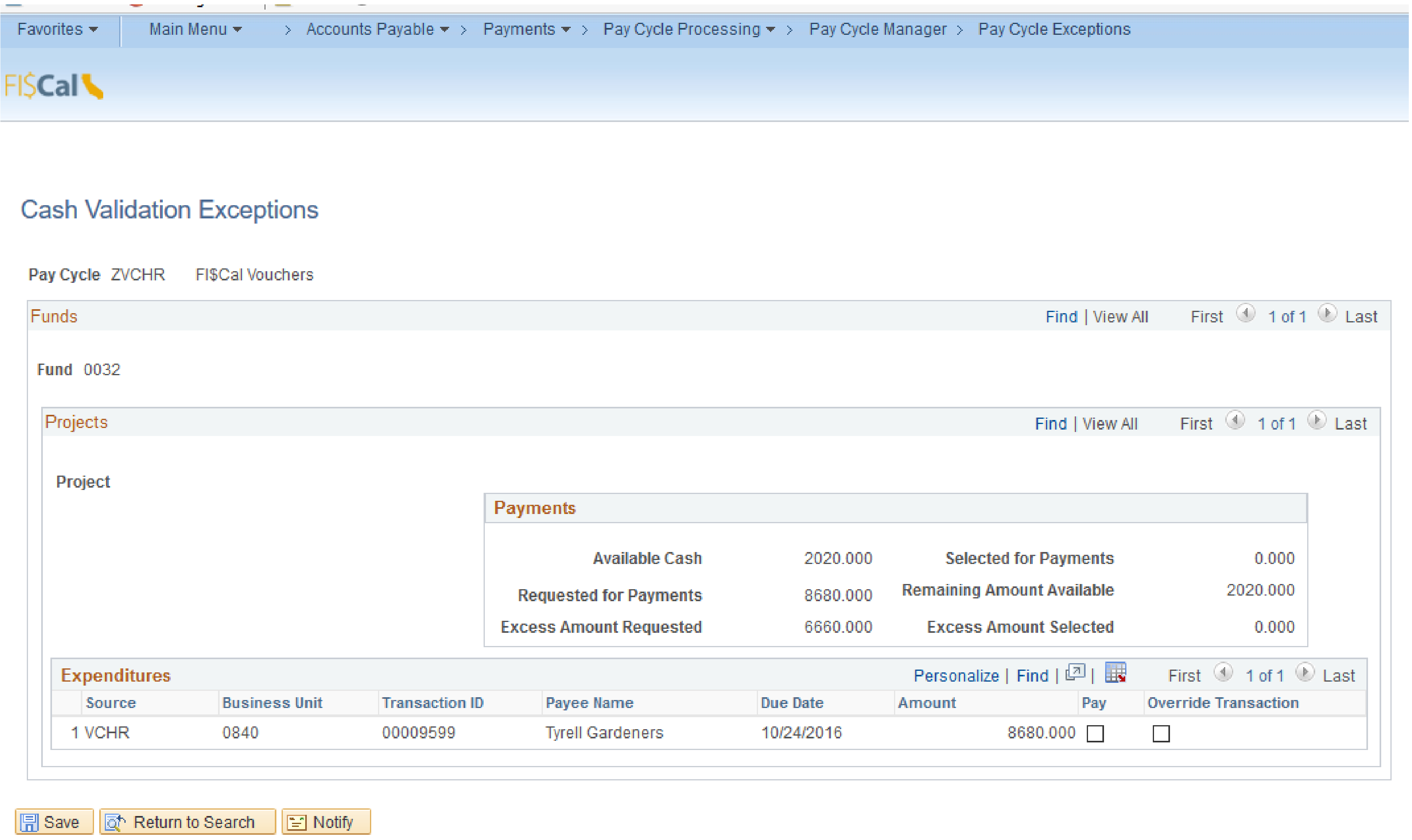
Personalize | Find | View All | First
Scheduled Payments
Payment Details
Additional Details

*Payment Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Currency
None		VCHR	0840	00009599	1	CashVal-001	0000045606	TYRELL-001	Tyrell Gardeners	1	8680.00	USD

Hold All
Exclude All
Separate All
Reset all as Registered Warrant

Total Paid Amount	8680.00	USD
Total Gross Amount	8680.00	USD
Total Discount Amount	0.00	USD
Total Late Charge Amount	0.00	USD

Cash Validation Exception


Favorites
Main Menu
Accounts Payable
Payments
Pay Cycle Processing
Pay Cycle Manager
Pay Cycle Exceptions
FI$Cal

Cash Validation Exceptions

Pay Cycle ZVCHR FI$Cal Vouchers

Funds — Find | View All — First 1 of 1 Last

Fund 0032

Projects — Find | View All — First 1 of 1 Last

Project

Payments

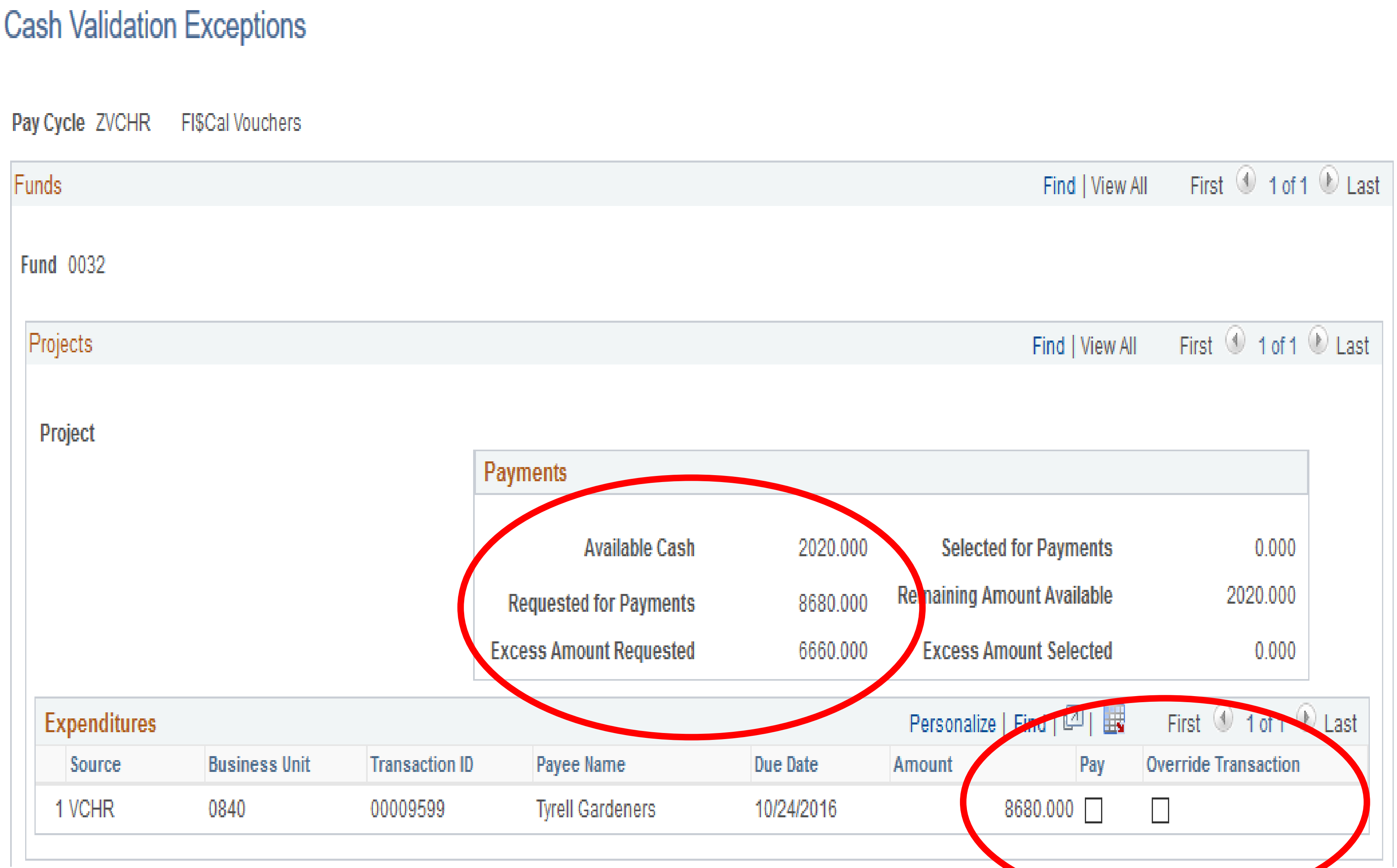
Available Cash	2020.000	Selected for Payments	0.000
Requested for Payments	8680.000	Remaining Amount Available	2020.000
Excess Amount Requested	6660.000	Excess Amount Selected	0.000

Expenditures — Personalize | Find | First 1 of 1 Last

	Source	Business Unit	Transaction ID	Payee Name	Due Date	Amount	Pay	Override Transaction
1	VCHR	0840	00009599	Tyrell Gardeners	10/24/2016	8680.000	☐	☐

Save
Return to Search
Notify

Cash Validation Exception



Cash Validation Exceptions

Pay Cycle ZVCHR FI$Cal Vouchers

Funds Find | View All First 1 of 1 Last

Fund 0032

Projects Find | View All First 1 of 1 Last

Project

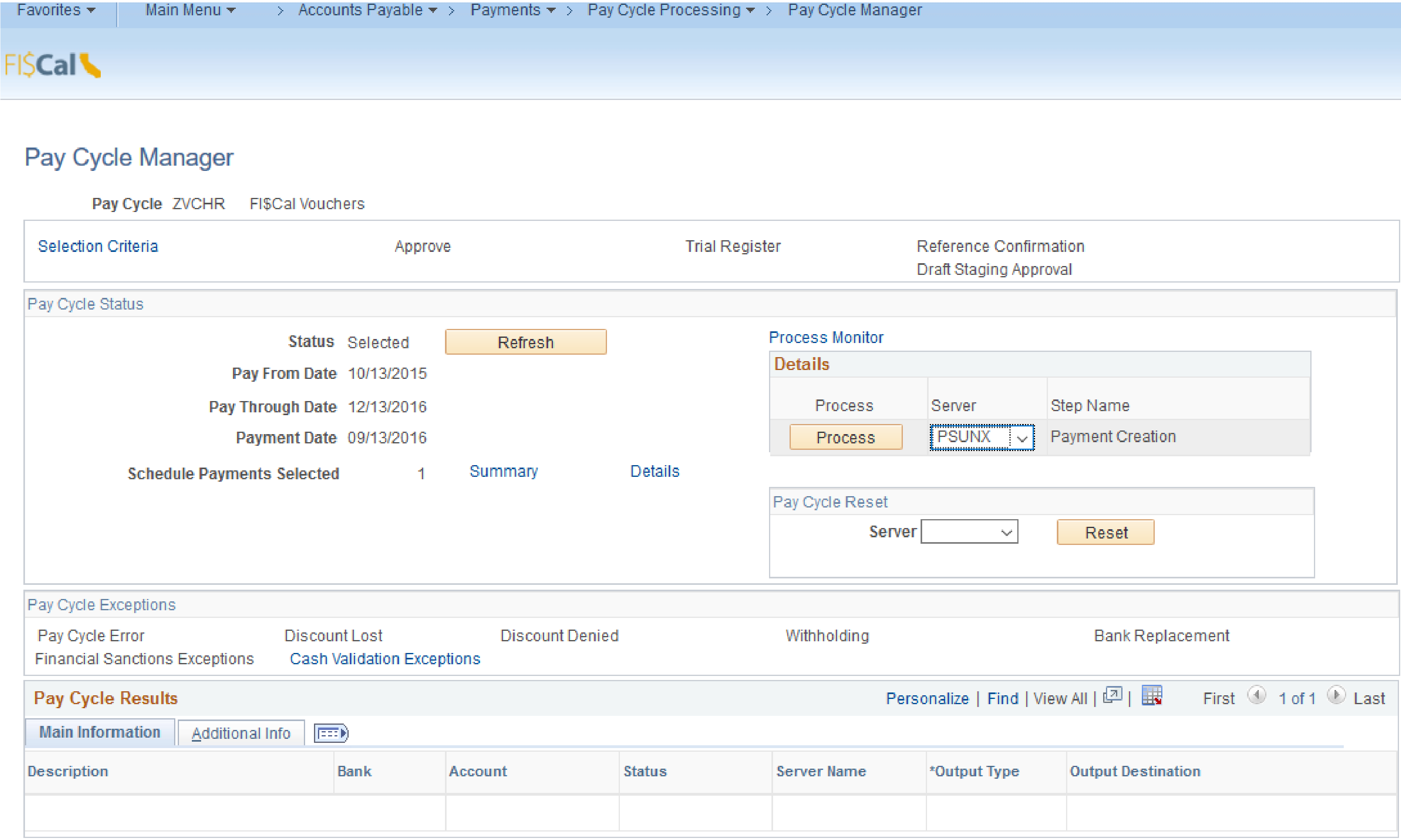
Payments

Available Cash	2020.000	Selected for Payments	0.000
Requested for Payments	8680.000	Remaining Amount Available	2020.000
Excess Amount Requested	6660.000	Excess Amount Selected	0.000

Expenditures Personalize | Find | First 1 of 1 Last

	Source	Business Unit	Transaction ID	Payee Name	Due Date	Amount	Pay	Override Transaction
1	VCHR	0840	00009599	Tyrell Gardeners	10/24/2016	8680.000	☐	☐

Payment Creation – CV


Favorites
Main Menu
Accounts Payable
Payments
Pay Cycle Processing
Pay Cycle Manager
FI$Cal
Refresh
Process
Reset
Personalize
Find
View All
First
1 of 1
Last
Main Information
Additional Info

Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria | Approve | Trial Register | Reference Confirmation | Draft Staging Approval

Pay Cycle Status

Status Selected

Pay From Date 10/13/2015

Pay Through Date 12/13/2016

Payment Date 09/13/2016

Schedule Payments Selected 1 Summary Details

Process Monitor

Details

Process	Server	Step Name
Process	PSUNX	Payment Creation

Pay Cycle Reset

Server

Pay Cycle Exceptions

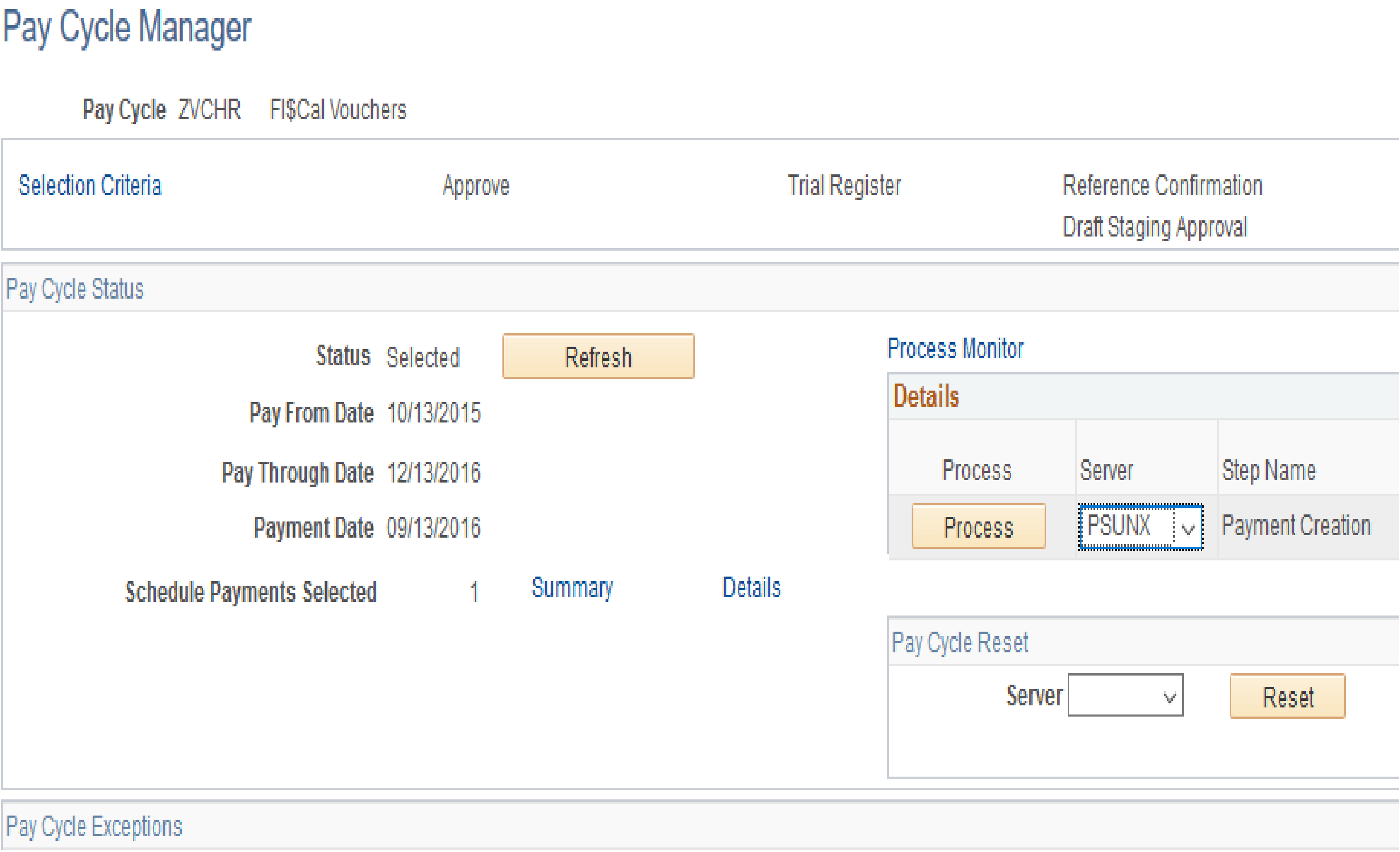
Pay Cycle Error | Discount Lost | Discount Denied | Withholding | Bank Replacement

Financial Sanctions Exceptions | Cash Validation Exceptions

Pay Cycle Results

Description	Bank	Account	Status	Server Name	*Output Type	Output Destination

Payment Creation – CV



Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria
Approve
Trial Register
Reference Confirmation
Draft Staging Approval

Pay Cycle Status

Status Selected

Pay From Date 10/13/2015

Pay Through Date 12/13/2016

Payment Date 09/13/2016

Schedule Payments Selected 1

Details

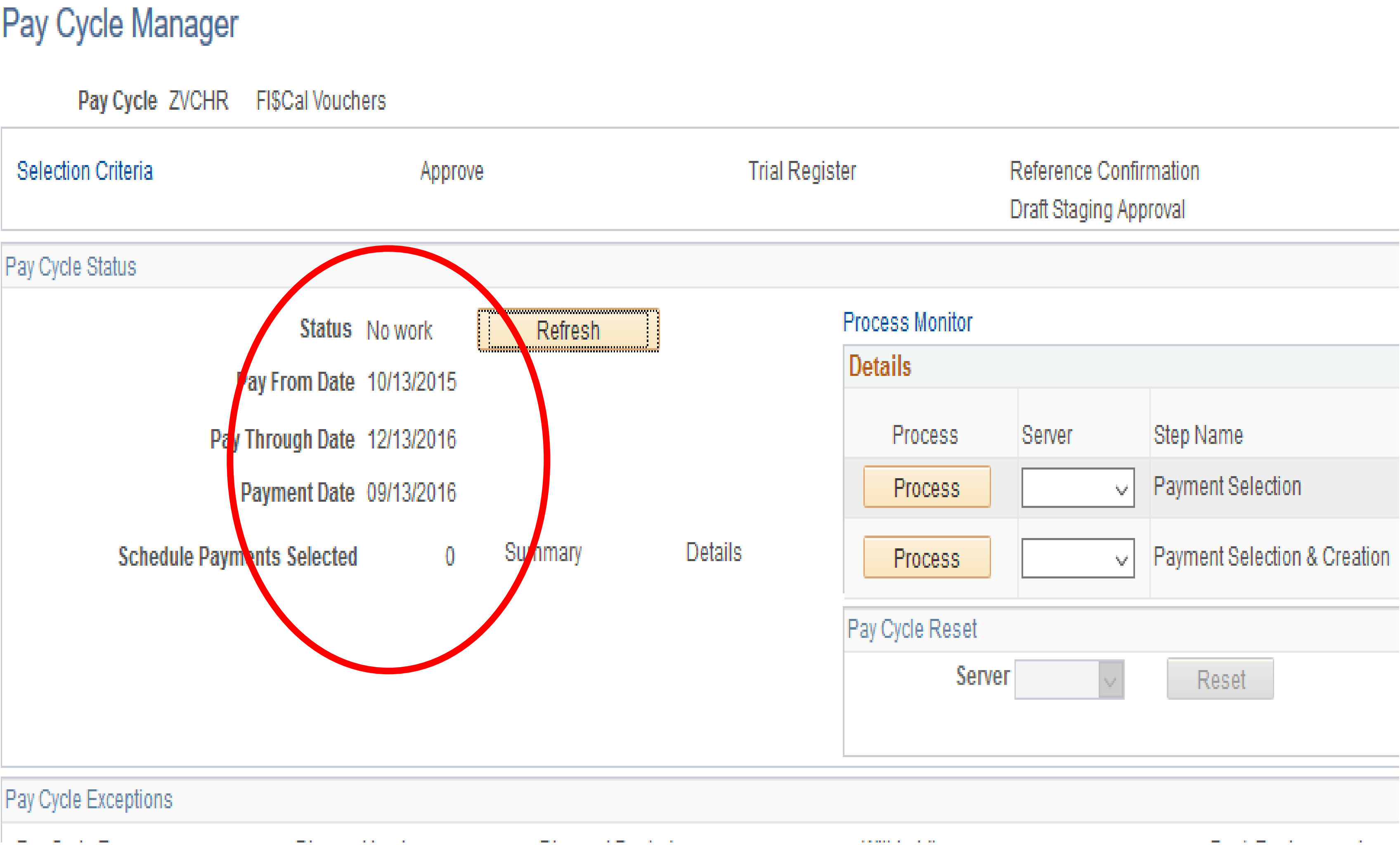
Process	Server	Step Name
Process	PSUNX	Payment Creation

Pay Cycle Reset

Server

Pay Cycle Exceptions

No Payment – CV



Pay Cycle Manager

Pay Cycle ZVCHR FI$Cal Vouchers

Selection Criteria
Approve
Trial Register
Reference Confirmation
Draft Staging Approval

Pay Cycle Status

Status No work

Refresh

Pay From Date 10/13/2015

Pay Through Date 12/13/2016

Payment Date 09/13/2016

Schedule Payments Selected 0

Summary
Details
Process Monitor

Details

Process	Server	Step Name
Process		Payment Selection
Process		Payment Selection & Creation

Pay Cycle Reset

Server

Reset

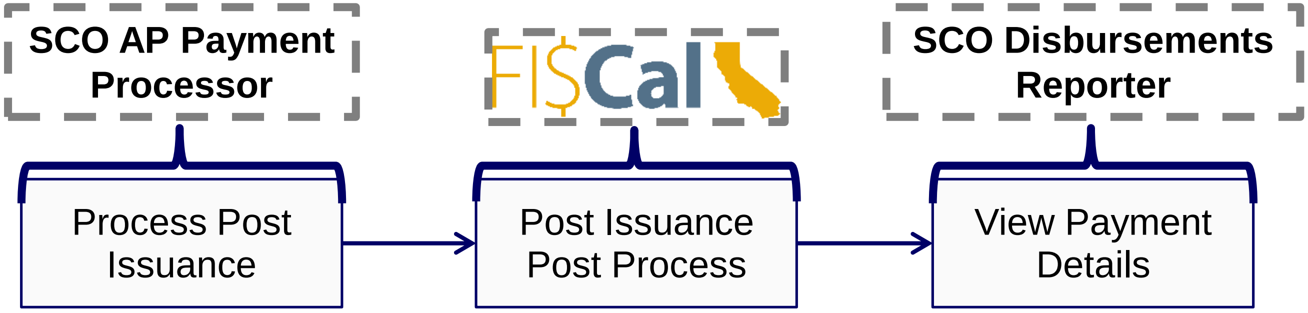
Pay Cycle Exceptions

BREAK

Warrant Post Issuance

- Payment Status reflects the overall status of the warrant.
- The Warrant Post Issuance process records the status of a warrant from issuance until either payment or cancellation
  - There are primary and secondary post issuance status codes
    - Primary – Actions that can be first applied to a warrant
    - Secondary – Actions that require a primary action to exist
- For warrants, the majority of payments will fall under the statuses of Unreconciled, Reconciled, Cancelled or Void.
- For a small subset of warrants, other statuses will be used.
- Warrant Post Issuance also includes a series of optional reason codes configured in FI$Cal that describes the statuses of the warrant in additional detail or specifies an specific action.

Warrant Post Issuance



SCO AP Payment Processor

Process Post Issuance

- Defines parameters to process Post Issuance
- Processes both regular and mass Post Issuance

FI$Cal

Post Issuance Post Process

- System process creates accounting entries for all Redeposits, Replacements, and Escheatments
- Warrant Pay Cycle can be run

SCO Disbursements Reporter

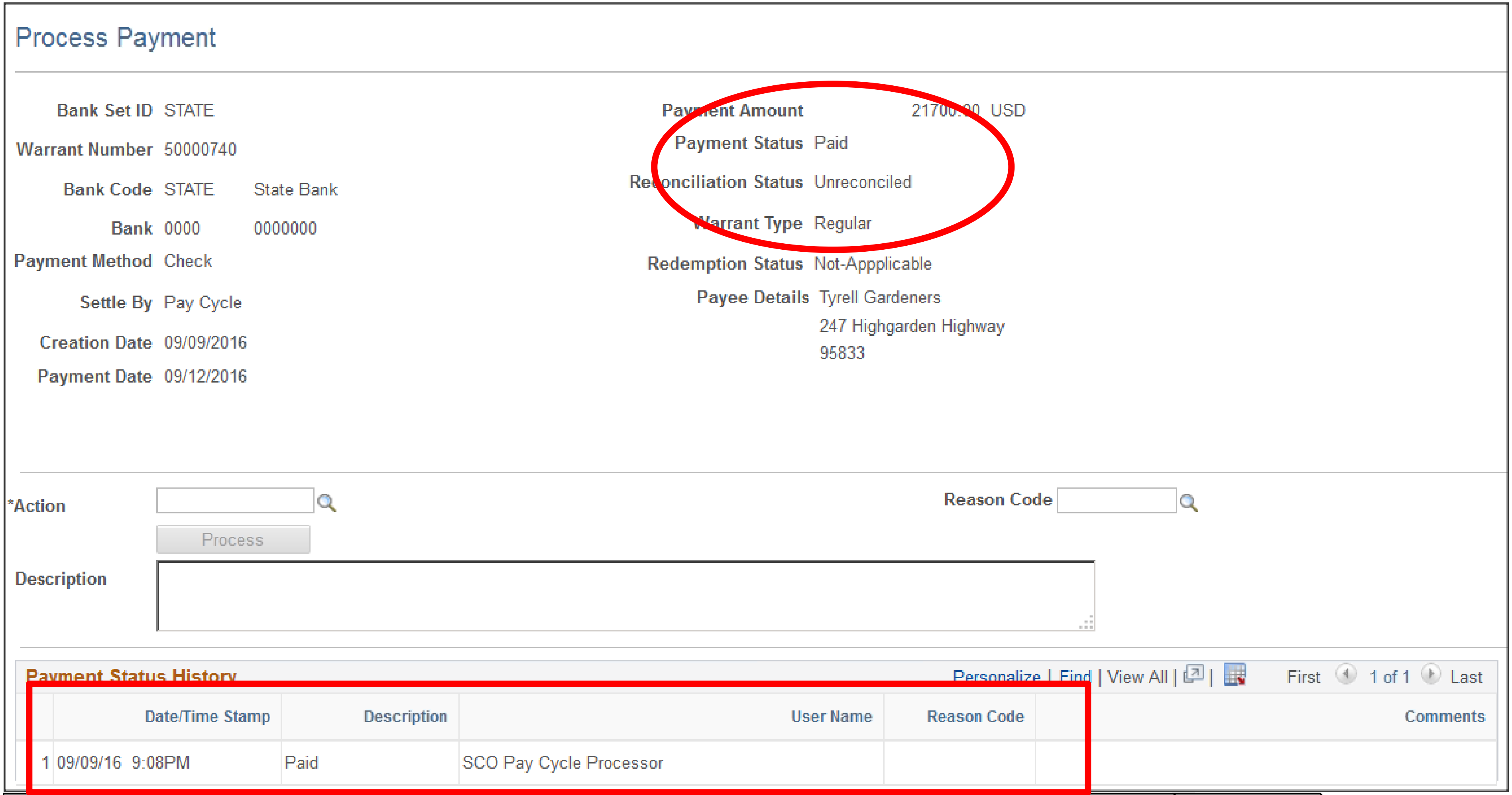
View Payment Details

- Detailed Payment Search Page can be viewed after accounting process

Key Impacts

- The Post Issuance process is used to maintain all Warrants.
- Physical items for redeposits will no longer go to STO.
- Workflow approval will be required for certain post issuance processes.

BEFORE PROCESSING – VOID



Process Payment

Bank Set ID	STATE	**Payment Amount**	21700.00 USD
Warrant Number	50000740	**Payment Status**	Paid
Bank Code	STATE State Bank	**Reconciliation Status**	Unreconciled
Bank	0000 0000000	**Warrant Type**	Regular
Payment Method	Check	**Redemption Status**	Not-Appplicable
Settle By	Pay Cycle	**Payee Details**	Tyrell Gardeners 247 Highgarden Highway 95833
Creation Date	09/09/2016		
Payment Date	09/12/2016		

***Action** ______

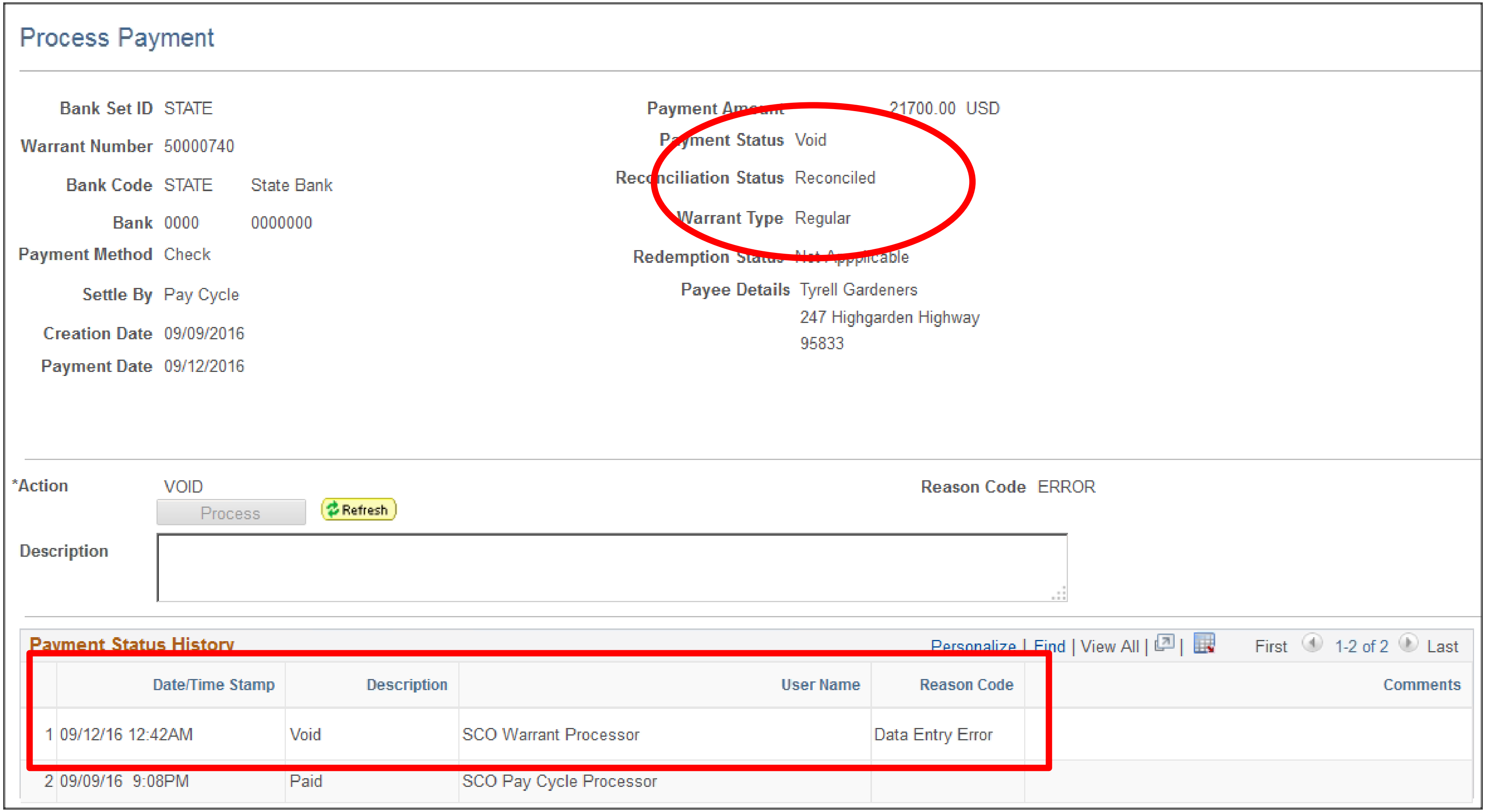
Reason Code ______

Description ______

Payment Status History

	Date/Time Stamp	Description	User Name	Reason Code	Comments
1	09/09/16 9:08PM	Paid	SCO Pay Cycle Processor		

AFTER PROCESSING – VOID



Process Payment

Bank Set ID	STATE		**Payment Amount**	21700.00	USD
Warrant Number	50000740		**Payment Status**	Void	
Bank Code	STATE	State Bank	**Reconciliation Status**	Reconciled	
Bank	0000	0000000	**Warrant Type**	Regular	
Payment Method	Check		**Redemption Status**	Not Applicable	
Settle By	Pay Cycle		**Payee Details**	Tyrell Gardeners 247 Highgarden Highway 95833	
Creation Date	09/09/2016				
Payment Date	09/12/2016				

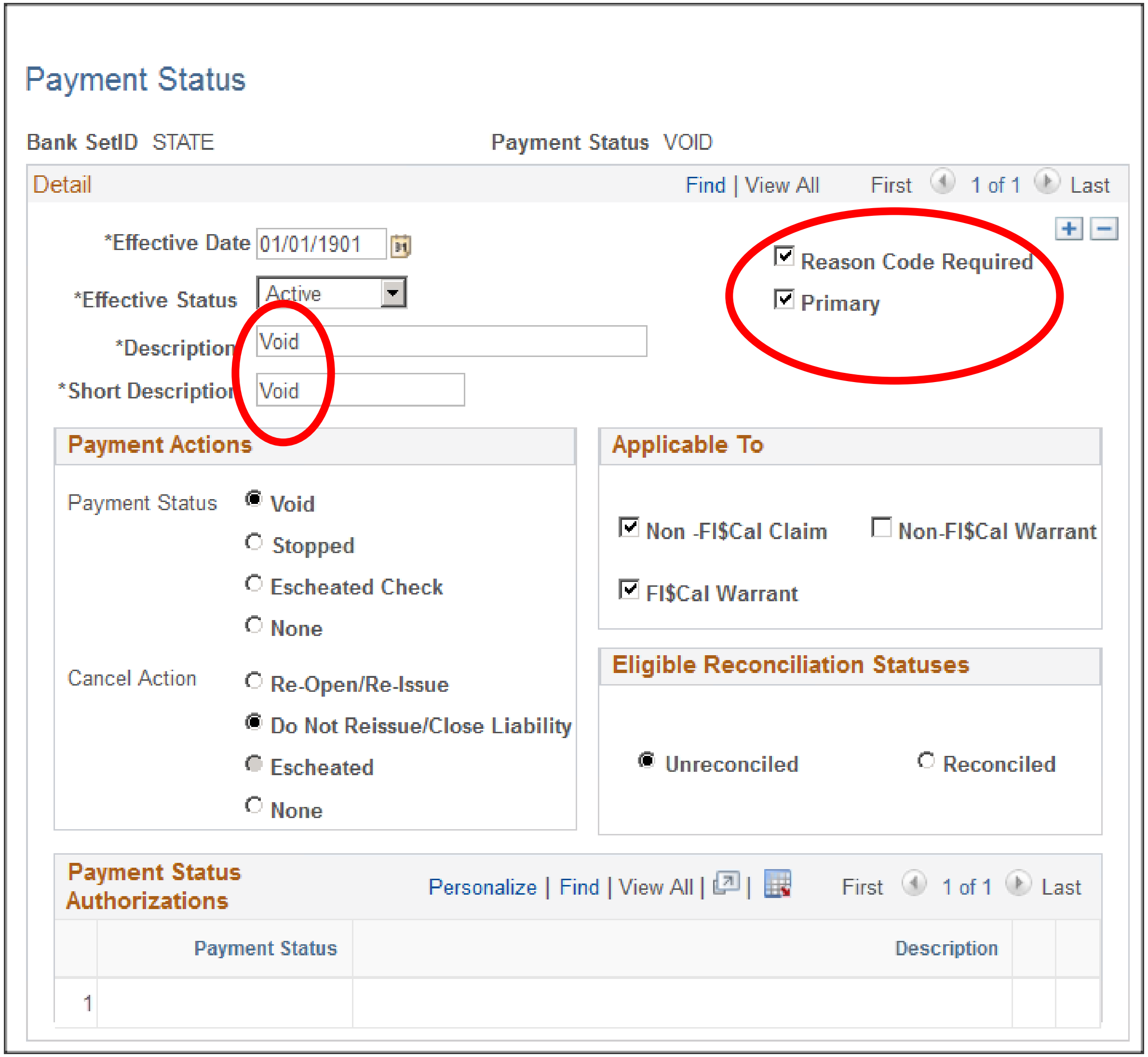
***Action** VOID

Reason Code ERROR

Description

Payment Status History

	Date/Time Stamp	Description	User Name	Reason Code	Comments
1	09/12/16 12:42AM	Void	SCO Warrant Processor	Data Entry Error	
2	09/09/16 9:08PM	Paid	SCO Pay Cycle Processor		



Payment Status

Bank SetID STATE **Payment Status** VOID

Detail Find | View All First 1 of 1 Last

*Effective Date	01/01/1901
*Effective Status	Active
*Description	Void
*Short Description	Void

☑ Reason Code Required
☑ Primary

Payment Actions

Payment Status
● Void
○ Stopped
○ Escheated Check
○ None

Cancel Action
○ Re-Open/Re-Issue
● Do Not Reissue/Close Liability
○ Escheated
○ None

Applicable To

☑ Non -FI$Cal Claim ☐ Non-FI$Cal Warrant
☑ FI$Cal Warrant

Eligible Reconciliation Statuses

● Unreconciled ○ Reconciled

Payment Status Authorizations Personalize | Find | View All | First 1 of 1 Last

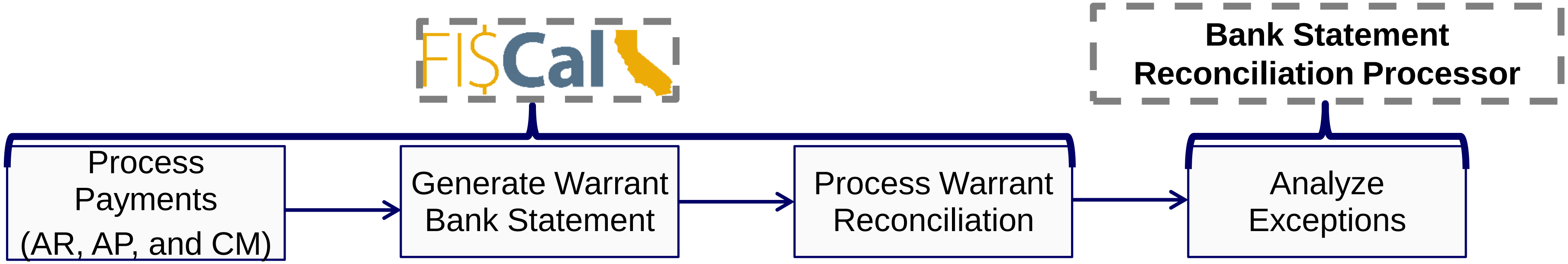
	Payment Status	Description
1		

VOID

Warrant Account Reconciliation

- Warrant account reconciliation matches transactions on the STO paid warrants (bank side) with the outstanding warrants in AP (book side) in CM, AR and AP

Warrant Bank Reconciliation


Bank Statement Reconciliation Processor

Process Payments (AR, AP, and CM)

- Receivables and Payables processed in FI$Cal AR, AP, and CM modules

Generate Warrant Bank Statement

- The previous day's bank statement is generated
- Includes information in Warrant accounts

Process Warrant Reconciliation

- Process runs daily to reconcile transactions in FI$Cal with bank statements

Analyze Exceptions

- Any transaction that is not reconciled will be reviewed

Key Impacts

- SCO analyzes exceptions for Warrant Account
- Exceptions may be reviewed daily and must be resolved monthly
- Any update of a transaction for reconciliation is made in the originating module

Registered Warrant Approach

- The Registered Warrant approach in FI$Cal is based on executive direction from both the SCO and the STO leadership. Because we cannot accurately predict the implementation of registered warrants in the future, the decision was to use a minimalist approach, that is, build the framework that will support the issuance of registered warrants and the redemption of registered warrants without the specific details of how the process will exactly work. This provides the capability while minimizing cost and work.
- Registered warrant implementation is subject to interpretation, business processes used in 1992 were not the same as those used in 2009. It is doubtful registered warrants will be the same in the future.

Registered Warrant Approach

- There are two basic processes covered in the registered warrant approach
  - Identification of payments requiring registering, issuance of registered warrants and recording registered warrant accounting entries – including basic reports for SCO and STO
  - Redemption, recording redemption accounting entries and reports
- At the point when registered warrants are being considered by the PMIB, the SCO and STO will work with FI$Cal to re-test registered warrant processes and make any adjustments needed to ensure the process meets the needs within the current requirements.

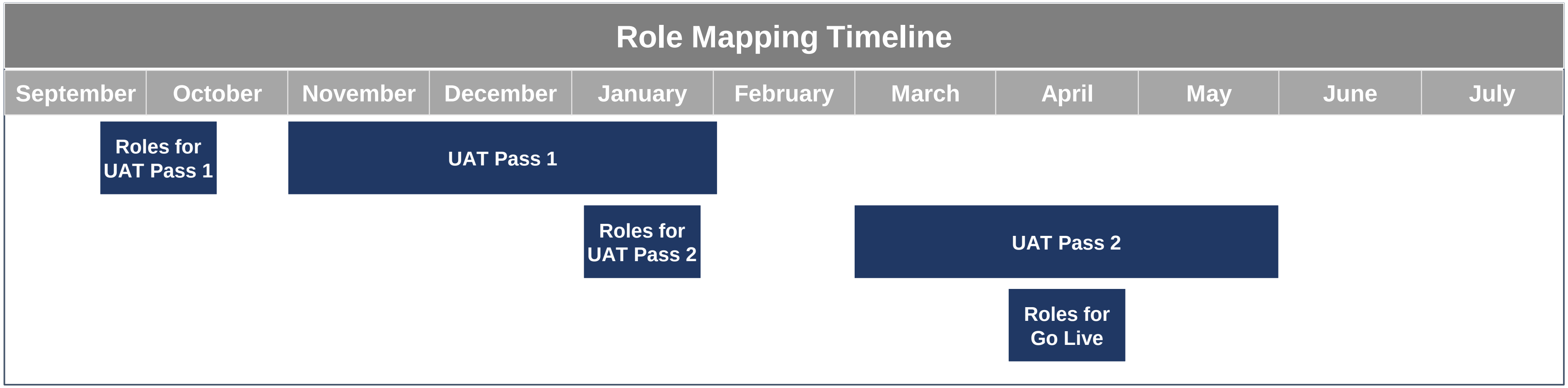
Overview of Role Mapping

Description

Role Mapping activities allow SCO and STO to assign security roles to end users based on their job requirements and the type of work they will perform in FI$Cal. Security roles define what users can see and do in FI$Cal.

MDW Tasks

- TECH325a: Assign Roles for UAT Pass 1
- TECH330a: Assign Roles for UAT Pass 2
- TECH335a: Assign Roles for Go Live



How Role Mapping is Used

- To define what end users see and do in FI$Cal
- To identify department end users for FI$Cal end-user training
- To map users to required FI$Cal end-user training courses based on their role assignments
- To identify participants for department change discussions
- To support enforcement of separation of duties
- To support enforcement of hard stops

Role Mapping Tools

- Role Mapping Task Instructions and Response Template (TECH325a, TECH330a, TECH335a)
- SCO/STO Release Role Description Handbook
- FI$Cal Separation of Duties (SOD) Matrix
- FISCal Hard Stops Matrix
- SCO/STO Release Business Process Workshop (BPW) presentations

Materials are available on the FI$Cal website:

http://fiscal.ca.gov/wave_3_resources/index.html

Separation of Duty and Hard Stops

Separation of Duty (SOD): The FI$Cal Separation of Duties Matrix defines roles that should not be assigned together

Examples:

If you are an employee of…	and you are assigned…	you should not also be assigned…
SCO or STO	SCO Warrant Status Configuration Maintainer	AP: SCO Warrant Processor
SCO or STO	AR Payment Processor	BI/AR: STO Deposit Slip Processor

Hard Stops: Hard stops are set in FI$Cal to prevent a user from doing something that could be considered a SOD violation

Examples:

If you are assigned the role of…	and you also are assigned the role of…	the System will not allow you to…
SCO AP Processor	SCO AT Approver 1-4	Approve vouchers you have created
STO Cash Transfer Processor	STO Cash Transfer Approver	Approve cash transfers you have created

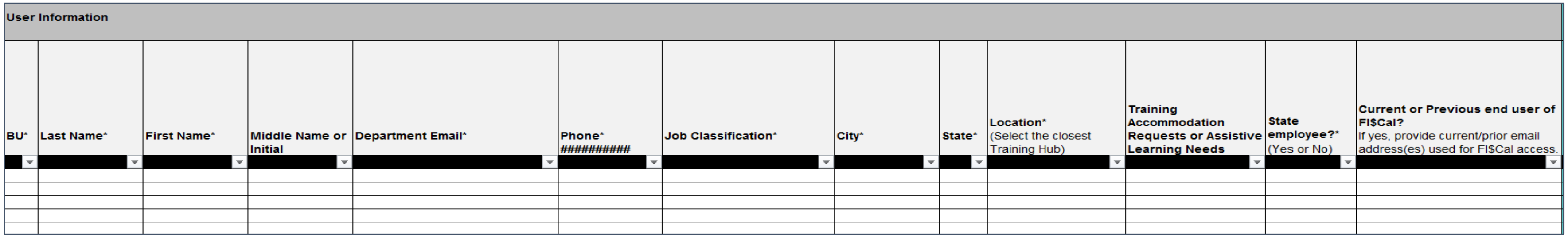
TECH325a: Assign FI$Cal Roles for UAT Pass 1

- **Release Date:** Tuesday, September 20, 2016
- **Due Date:** Wednesday, October 5, 2016
- **Task Information:** Assign FI$Cal roles to all SCO and STO end users in preparation for UAT Pass 1 starting in November and in support of future training assignments
- **Key Reminders:**
  - All submissions must be received be a Departmental Authority or Designee (DAD)
  - DADs cannot submit role assignments for themselves (i.e., another DAD must submit)
  - Do not make changes to the template format (e.g., add columns, remove columns, etc.)

TECH325a Template Preview

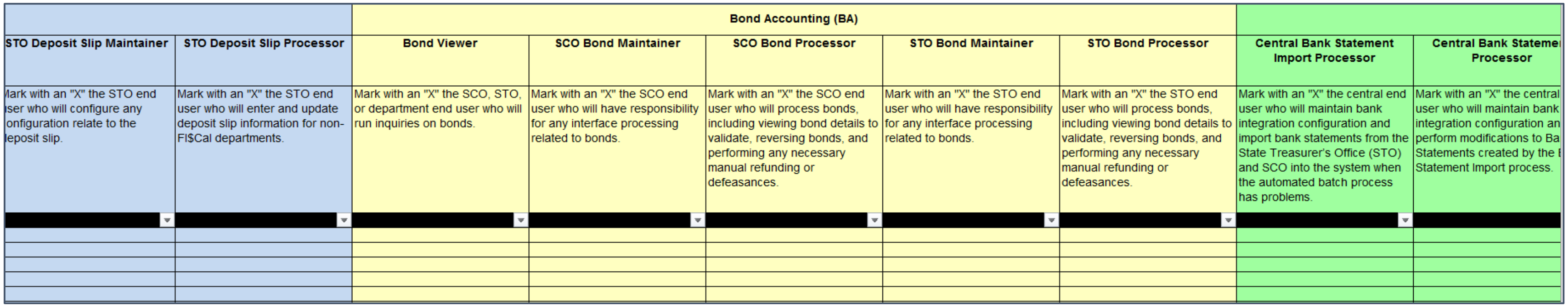
The TECH325a Response Template consists of two main parts:

- **User Information**: Complete all information for each end user who will have access to FI$Cal for the SCO/STO Release



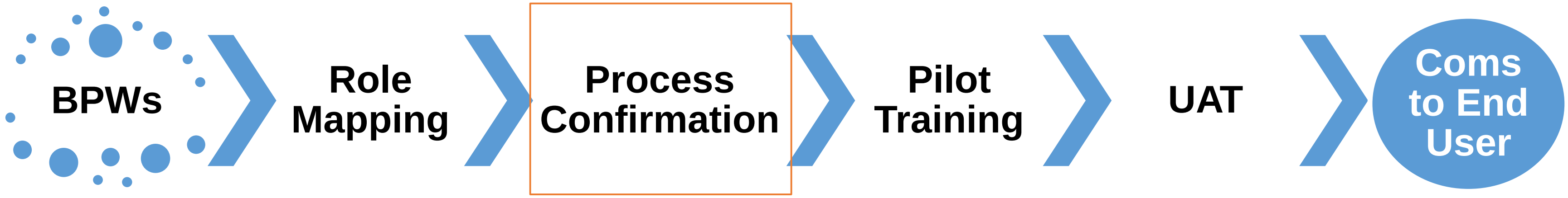
User Information												
BU*	Last Name*	First Name*	Middle Name or Initial	Department Email*	Phone* ###########	Job Classification*	City*	State*	Location* (Select the closest Training Hub)	Training Accommodation Requests or Assistive Learning Needs	State employee?* (Yes or No)	Current or Previous end user of FI$Cal? If yes, provide current/prior email address(es) used for FI$Cal access.

- **FI$Cal Roles** (listed by Module): Mark with an “X” any role that should be assigned to the user (a brief description is included)



		Bond Accounting (BA)						
STO Deposit Slip Maintainer	STO Deposit Slip Processor	Bond Viewer	SCO Bond Maintainer	SCO Bond Processor	STO Bond Maintainer	STO Bond Processor	Central Bank Statement Import Processor	Central Bank Stateme Processor
ark with an "X" the STO end ser who will configure any onfiguration relate to the eposit slip.	Mark with an "X" the STO end user who will enter and update deposit slip information for non-FI$Cal departments.	Mark with an "X" the SCO, STO, or department end user who will run inquiries on bonds.	Mark with an "X" the SCO end user who will have responsibility for any interface processing related to bonds.	Mark with an "X" the SCO end user who will process bonds, including viewing bond details to validate, reversing bonds, and performing any necessary manual refunding or defeasances.	Mark with an "X" the STO end user who will have responsibility for any interface processing related to bonds.	Mark with an "X" the STO end user who will process bonds, including viewing bond details to validate, reversing bonds, and performing any necessary manual refunding or defeasances.	Mark with an "X" the central end user who will maintain bank integration configuration and import bank statements from the State Treasurer's Office (STO) and SCO into the system when the automated batch process has problems.	Mark with an "X" the central user who will maintain bank integration configuration an perform modifications to Ba Statements created by the Statement Import process.

SCO Change Management Activities (Sept 2016-Feb 2017)



BPWs → **Role Mapping** → **Process Confirmation** → **Pilot Training** → **UAT** → **Coms to End User**

BPWs

Activity:
- Workshop to review high level process flows of new functionality
- Provide short demonstration to some of functionality

BPW inputs:
- Functional Designs
- Parking Lot Items
- Test Scripts

BPW Outputs:
- Role Mapping guideline
- Significant process impacts
- Guide to Change discussions and Process Confirmation

Role Mapping

Activity:
- Workshop to review the roles and the template to populate
- Pass #1 will be due COB October 5th

Role Mapping inputs:
- Functional Designs
- BPWs
- As-Is processes

Role Mapping Outputs:
- End User population for training & Surveys
- Populate UAT testing environment with actual roles

Process Confirmation

Activity:
- Facilitated Q&A meetings to walk through processes at a sub process level with demos where possible.
- Cross team/function oriented

Process Confirmation inputs:
- BPWs
- Parking Lot Items
- Business Process Plan

Process Confirmation Outputs:
- ID Functional Roles for transition training
- Identify organizational responsibility for functions with integrated system
- Change Impact Tool completion
- ID Role Mapping updates

Potential Output:
- Provide information for documenting To-Be business processes

Pilot Training

Activity:
- The training team opportunity to deliver new ILT courses for system training delivery

Pilot inputs:
- Functional Test Scripts
- Business JAD sessions
- BPW discussions

Pilot Outputs:
- UAT Training
- Exposure to new materials for end users
- Feedback for training content and deliver

UAT

Activity:
- Testing system functionality in a testing environment

UAT inputs:
- FDs
- Role Mapping
- BPWs
- Configs
- Testing scenarios

UAT Outputs:
- Provide feedback to training team on pilot information

Coms to End User

Activity:
- Consistent delivery of timely information for end users

Coms inputs:
- Role Mapping
- BPWs
- Process Confirmation Mtgs
- Pilots
- UAT
- Coalitions
- FDs
- Configs

Coms Outputs:
- An end user population excited and ready to bring on the change

Change Impact Activity

- Description:
  - A walkthrough with the FI$Cal team to assist departments to complete example change impacts
  - Departments will have the understanding on how to complete the remainder of the tool on their own
  - At your table, discuss how the FI$Cal business processes and related change impacts may affect your department
  - Document three impacts in your BPW Change Impact Tool
- Roles:
  - Facilitator – Helps lead the discussion with your department on the FI$Cal business processes and change impacts
  - Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Tool:
  - Change Impact Tool – Task to document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI$Cal business processes

Next Steps

- Share BPW materials at your department
- Attend Process Confirmation Meetings
- Complete the BPW Change Impact Tool
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Submit Role Mapping Task – October 5, 2016
  - Participate in Pilot Training – October to November 2016
  - Participate in User Acceptance Testing Pass 1 – November 2016 to January 2017
  - Change Workshop – December 2016
  - End-User System Training – March 2017 to May 2017

Question and Answer

FI$Cal Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal CMO Team at:

fiscal.cmo@fiscal.ca.gov